

Table of Contents

Section 4 - 1	: Update	1
Section 4 - 1.1	: Food Instrument Processing	1
Section 4 - 1.1.1	: Producing On Demand Food Instruments	1
Section 4 - 1.1.1.1	: On Demand Food Instruments	2
Section 4 - 1.1.1.2	: On Demand Food Instruments (Breastfeeding Promotional Items)	6
Section 4 - 1.1.1.3	: On Demand Food Instruments (Preview).....	8
Section 4 - 1.1.1.4	: On Demand Food Instruments - Warning Notes.....	9
Section 4 - 1.1.1.5	: On Demand Food Instruments - Sample FI	10
Section 4 - 1.1.1.6	: FI Stub Sample.....	11
Section 4 - 1.1.1.7	: On Demand Food Instruments - Breastfeeding Surveillance pop-up.....	12
Section 4 - 1.1.1.8	: On Demand Food Instruments - Enter Reasons Mom and Infants Not Linked	14
Section 4 - 1.1.2	: Producing Batched Food Instruments.....	15
Section 4 - 1.1.2.1	: Batched Food Instruments.....	16
Section 4 - 1.1.3	: Recording Void/Return Food Instruments.....	18
Section 4 - 1.1.3.1	: Void / Return Food Instruments.....	19
Section 4 - 1.1.3.2	: Food Instrument Display.....	21
Section 4 - 1.1.4	: Recording Formula Replacement	23
Section 4 - 1.1.4.1	: Formula Replacement	24
Section 4 - 1.1.4.2	: Select Food Package FI Type.....	26
Section 4 - 1.1.4.3	: Formula Replacement FI Preview.....	28
Section 4 - 1.1.5	: Recording Unissued Voids	30
Section 4 - 1.1.5.1	: Unissued Voids	31
Section 4 - 1.1.6	: Produce Test Print	32
Section 4 - 1.1.6.1	: Test Print.....	33
Section 4 - 1.1.7	: Record Batch FI Pickup.....	34
Section 4 - 1.1.7.1	: Batch FI Pickup.....	35
Section 4 - 1.1.7.2	: FI Lookup (Scroll 1 of 3)	38
Section 4 - 1.1.7.3	: FI Lookup (Scroll 2 of 3)	40
Section 4 - 1.1.7.4	: FI Lookup (Scroll 3 of 3)	41
Section 4 - 1.1.7.5	: FI Lookup (Reason Push Button).....	42
Section 4 - 1.1.8	: Unvoid Food Instruments	43
Section 4 - 1.1.8.1	: Unvoid Food Instruments	44
Section 4 - 1.1.8.2	: Administrative Un-Void.....	46
Section 4 - 1.1.8.3	: Administrative Unvoid	47
Section 4 - 2	: Tables	49
Section 4 - 2.1	: Update Table Information	49
Section 4 - 2.1.1	: Maintaining Stock Inventory	49
Section 4 - 2.1.1.1	: Stock Inventory	50
Section 4 - 2.1.2	: Recording Stock Usage	52
Section 4 - 2.1.2.1	: Stock Usage.....	53
Section 4 - 2.1.3	: Issue FI Numbers.....	54
Section 4 - 2.1.3.1	: Issue FI Numbers	55
Section 4 - 2.1.3.2	: Maintain Age Ranges.....	58
Section 4 - 2.1.4	: Maintaining Category Groups	59
Section 4 - 2.1.4.1	: Maintain Category Groups.....	60

Section 4 - 2.1.5	: Maintaining Container Types	61
Section 4 - 2.1.5.1	: Maintain Container Types	62
Section 4 - 2.1.6	: Maintaining Packages	63
Section 4 - 2.1.6.1	: Maintain Packages	64
Section 4 - 2.1.7	: Maintaining Food Groups	65
Section 4 - 2.1.7.1	: Maintain Food Groups	66
Section 4 - 2.1.7.2	: Maintain Food Groups (Notes Push Button 1 of 3)	69
Section 4 - 2.1.7.3	: Maintain Food Groups (Distribution Push Button 2 of 3)	70
Section 4 - 2.1.7.4	: Maintain Food Groups (Notes Push Button 3 of 3)	72
Section 4 - 2.1.8	: Maintaining Maximum Foods	73
Section 4 - 2.1.8.1	: Maintain Maximum Foods	74
Section 4 - 2.1.9	: Maintaining Product Types	76
Section 4 - 2.1.9.1	: Maintain Product Types	77
Section 4 - 2.1.10	: Maintaining Late Pickup Standards	79
Section 4 - 2.1.10.1	: Maintain Late Pickup Standards	80
Section 4 - 2.1.11	: Maintaining Standard Food Packages	82
Section 4 - 2.1.11.1	: Maintain Standard Food Packages	83
Section 4 - 2.1.11.2	: Maintain Standard Food Packages (Risk Factors Push Button)	85
Section 4 - 2.1.11.3	: Maintain Standard Food Packages (Package Assignments Push Button)	86
Section 4 - 2.1.11.4	: Maintain Standard Food Packages (Distribute Push Button)	88
Section 4 - 2.1.12	: Maintaining Units of Measure	89
Section 4 - 2.1.12.1	: Maintain Units of Measure	90
Section 4 - 2.1.13	: Maintaining Disposition Types	91
Section 4 - 2.1.13.1	: Maintain Disposition Types	92
Section 4 - 2.1.14	: Maintaining Bank Disposition Codes	93
Section 4 - 2.1.14.1	: Maintain Bank Disposition Codes	94
Section 4 - 2.1.15	: Maintaining FI Reject Reasons	95
Section 4 - 2.1.15.1	: Maintain FI Reject Reasons	96
Section 4 - 2.1.16	: Maintaining FI Void Reasons	97
Section 4 - 2.1.16.1	: Maintain FI Void Reasons	98
Section 4 - 3	: Outputs	99
Section 4 - 3.1	: Reports	99
Section 4 - 3.1.1	: Producing Active Food Package Listing	99
Section 4 - 3.1.1.1	: Active Food Package Listing Criteria	100
Section 4 - 3.1.1.2	: Active Food Package Listing	101
Section 4 - 3.1.2	: Producing Daily FI Bank Input	102
Section 4 - 3.1.2.1	: Daily FI Bank Input Criteria	103
Section 4 - 3.1.2.2	: Daily FI Bank Input	104
Section 4 - 3.1.3	: Daily FI Reconciliation	105
Section 4 - 3.1.3.1	: Daily FI Reconciliation Criteria	106
Section 4 - 3.1.3.2	: Daily FI Reconciliation	107
Section 4 - 3.1.4	: Producing Daily LA Postings	108
Section 4 - 3.1.4.1	: Daily LA Postings Criteria	109
Section 4 - 3.1.4.2	: Daily LA Posting	110
Section 4 - 3.1.5	: Daily Food Instrument Log	111
Section 4 - 3.1.5.1	: Daily Food Instrument Log Criteria	112
Section 4 - 3.1.5.2	: Daily Food Instrument Log	113
Section 4 - 3.1.6	: Food Instrument Issuance	114
Section 4 - 3.1.6.1	: Food Instrument Issuance Criteria (1 of 2)	115
Section 4 - 3.1.6.2	: Food Instrument Issuance Criteria (2 of 2)	116

Section 4 - 3.1.6.3	: Food Instrument Issuance	117
Section 4 - 3.1.7	: Food Instrument Obligations	119
Section 4 - 3.1.7.1	: Food Instrument Obligations Criteria	120
Section 4 - 3.1.7.2	: Food Instrument Obligations.....	121
Section 4 - 3.1.8	: Food Instruments Paid	122
Section 4 - 3.1.8.1	: Food Instruments Paid Criteria	123
Section 4 - 3.1.8.2	: Food Instruments Paid.....	124
Section 4 - 3.1.9	: Food Instruments Voided	126
Section 4 - 3.1.9.1	: Food Instruments Voided Criteria.....	127
Section 4 - 3.1.9.2	: Food Instruments Voided	128
Section 4 - 3.1.10	: Rejected Food Instruments	129
Section 4 - 3.1.10.1	: Rejected Food Instruments Criteria	130
Section 4 - 3.1.10.2	: Rejected Food Instrument	131
Section 4 - 3.1.11	: EOD Batch Log	133
Section 4 - 3.1.11.1	: EOD Batch Log Criteria.....	134
Section 4 - 3.1.11.2	: EOD Batch Log.....	135
Section 4 - 3.1.12	: Master / Subordinate FI Type.....	136
Section 4 - 3.1.12.1	: Master / Subordinate FI Type Criteria	137
Section 4 - 3.1.12.2	: Master / Subordinate FI Type	138
Section 4 - 3.1.13	: Food Package Composition	139
Section 4 - 3.1.13.1	: Food Package Composition Criteria	140
Section 4 - 3.1.13.2	: Food Package Composition.....	141
Section 4 - 3.1.14	: Lost / Stolen WIC Food Instruments	143
Section 4 - 3.1.14.1	: Lost / Stolen WIC Food Instruments Criteria	144
Section 4 - 3.1.14.2	: Lost / Stolen WIC Food Instruments	145
Section 4 - 3.1.15	: Stock Tolerance Exceeded.....	146
Section 4 - 3.1.15.1	: Stock Tolerance Exceeded Criteria.....	147
Section 4 - 3.1.15.2	: Stock Tolerance Exceeded	148

Food Instruments

Section 4: Food Instrument Production

Section 4 - 1 : Update

Section 4 - 1.1 : Food Instrument Processing

Section 4 - 1.1.1 : Producing On Demand Food Instruments

Priority: Required

Window: On Demand Food Instruments

Report: No

FSRD Reference: FIP 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 1.6, 9.1, 9.2, 9.3, 3.2, 8.1

Narrative:

This Window is used to produce the food instruments for a participant or all of the participants in a family/economic unit. The warning notes feature is available to review any additional information about the participant. The user can select to print FI's for either the individual participant or all participants in a family. The issue month can be selected from a pick list, but the first month of issue can only be one month in the future. The window displays a participant in the family if the Family Issuance radio button is selected. Information about the participant's status and pick up interval are displayed. Pressing the preview button allows the user to view the actual FI's before printing them. Also, the FI Printing report includes checking the environment and if it is a Windows 2000 PC, use that portion of the code that prints to the new driver identified in the registry.

Sort Criteria (Major to Minor): Food Instrument Serial Number (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.1.1 : On Demand Food Instruments

Figure 1 - On Demand Food Instruments

Fields

Client ID - Double-clicking this brings up the Participant/Family Lookup window which allows the user to select a participant identification number. The user can also select participants from a list of values. This entry is mandatory if the Participant Issuance radio button is selected. The Participant Last Name, First Name and Middle Initials are also shown.

Family ID - Double-clicking this brings up the Participant/Family Lookup window which allows the user to select a family identification number. The user can also select a family from a list of values. This entry is mandatory if the Family Issuance radio button is selected. The First Authorized Representative's Last Name, First Name and Middle Initials are also shown.

Class ID - Double-clicking this brings up the Participant/Class Lookup window which allows the user to select a class ID number. The user can also select a class from a list of values. This entry is mandatory if the Class Issuance radio button is selected. The Class Name, Class Date, Class Time are also shown.

Issue Month - The month the FI is issued. The month represents the month of issue, on the first month of bi-monthly or tri-monthly issuance. This field is mandatory and comes from a list of values. The user can only select the current month or one month in the future. NOTE: The user can select the prior month if the pickup day is the end of the prior month and the participant is late picking up. **Client ID** - This field is a display only of the participant's ID selected or all participants' ID's in the family/economic unit.

Last Name - The last name of the participant selected or all participants in the family/economic unit. This field is display only.

First Name - The first name of the participant selected or all participants in the family/economic unit. This field is display only.

MI 1 - The first middle initial of the participant selected or all participants in the family/economic unit. This field is display only.

MI 2 - The second middle initial of the participant selected or all participants in the family/economic unit. This field is display only.

Record Status - This display only field tells whether the participant record is Active (A), Complete with no errors, Pending (P), Incomplete or containing errors, or inactive (I), terminated. Only participants with active status can receive FI's.

Pick Up Intervals - The Pick Up Interval of the participant. This field is mandatory and is filled from the participant. This field can be selected from the list of values. For more information see the Pick Up Intervals table in the certification module.

Check Box(es)

Issue (Y/N) - The system automatically checks this box if the participant is eligible to be issued food instruments. If a user checks it, a message is displayed detailing the reasons why issuance will not occur.

This field cannot be checked if the client's receiving status is not 'Active'. This field cannot be checked if the client's income is '**Forgot Documentation**' and the Income Received flag is 'Y' and the client is not adjunctively eligible. If the user attempts to check this check box the following message is displayed: "This participant is not eligible to receive FI's until an income record is entered and documented".

Also, this field cannot be checked if the client's food package prescription requires approval, the approved by flag is null and the approved thru date is prior to today's date. If the user attempts to check this check box, the following message is displayed: "This participant's food package requires approval. Until approved, this participant is not eligible to receive FI's."

Also, this field cannot be checked if the client's last issued date is after today's date in the Issue Month selected. For example, if today's date were 9/15 and the Issue Month selected is October and the Last Issued date is 11/01, the comparison would be "is 11/01 after 10/15". If the user attempts to check this check box the following message is displayed: "This participant has already received food instruments for the issue month selected and is not eligible to receive FI's at this time."

Also, this field cannot be checked if the client's category is an Infant or Child category and there are less than two Medical records in the current certification period and today's date is between 12 and 23 weeks after the certification start date and the client has one of the following risk factors: 113 (Overweight), 121 (Short Stature), 103 (Underweight), 135 (Inadequate Growth) or 134 (Failure to Thrive). If the user attempts to check this check box the following message is displayed: "A Medical record must be collected before FI's can be produced for this participant."

Also, this field cannot be checked if the client's category code is a Pregnant category and a Medical record does not exist with a Create date equal to today's date. If the user attempts to check this check box the following message is displayed: "A Medical record must be collected before FI's can be produced for this participant."

Also this field cannot be checked if the client's category code is an Infant category and today's date is between 20 and 32 weeks after the certification start date and an Infant Medical record does not exist where the create date is between 20 and 32 weeks after the certification start date. If the user attempts to check this check box the following message is displayed: "A Medical record must be collected before FI's can be produced for this participant."

Also this field cannot be checked if the client has transferred to an agency/clinic in the same or different database within the past 3 months and already received FI's for the issuing month.

The following error message will come up in this case:

If the client is an infant or child then they will only receive 1 month of food instruments if all the following conditions are true:

1. The latest medical record in has a 999 value in either the weight or the height fields
2. The current date is no more than 30 days past the client's latest medical data date
3. All the food instruments that were issued after the latest medical record was created have been voided.

The client will not receive any food instruments if all of the following conditions are true:

1. The latest medical record in has a 999 value in either the weight or the height fields
2. The current date is more than 30 days past the medical data date of the latest medical record

The client will also not receive anymore food instruments if all of the following conditions are true:

1. The latest medical record in has a 999 value in either the weight or the height fields
2. The current date is no more than 30 days past the client's latest medical data date
3. At least one food instruments that was issued after the latest medical record was created has not been voided.

`Client ##### has already been issued food instruments in agency/clinic ###/## for the month of (issued month).

If the client's category code is a Breastfeeding category and the user attempts to check this check box the system displays the following message with Yes No options "Are you still breastfeeding?" If the answer is Yes, then the check box is set to checked. If the answer is No, then the check box is set to unchecked and FI's cannot be produced for the participant.

Late Pickup (Y/N) - This check box indicates the participant is picking up their FI's beyond the 'Late Pickup' standards and the system will produce a reduced number of FI's. This field is display only.

Radio Button(s)

Client Issuance - If this radio button is clicked when the Participant ID field is entered/selected, only that particular Participant identification and name will appear in the list below the Issue Month field.

Family Issuance - If this radio button is clicked when the Participant ID field is entered/selected, all participants with the same family identification will appear in the list below the Issue Month field.

Class Issuance - If this radio button is clicked when the Class ID field is entered/selected, all participants with the same class identification will appear in the list below the Issue Month field.

Push Button(s)

Notes - This button brings up the warning notes window.

Breastfeeding Promo - This button brings up the Breastfeeding Promotional Items window.

Preview - This button allows the user to preview the food instruments before printing.

Print - This button allows the user to print the food instrument on demand.

Appointments - This button allows the user to open the Appointments window of the Appointment Scheduler

Classes - This button allows the user to open the Appointments window of the Appointment Scheduler and access the Classes window.

Calculations

None

Background Processes

For breastfeeding clients are asked, "Are you still breastfeeding?" If the answer is Yes, then FI's are Issued. If the answer is No, then no FI's are produced and the user should update the participant's category.

The expected inventory field in the stock usage window is decremented as FI's are produced.

Both FI's and stubs are taken into consideration when decrementing.

If the number of available serial numbers for the clinic are down to 5% of the static factors, 'small clinic FI's', 'med clinic FI's', 'large clinic FI's', then the following message is displayed prior to printing FI's "The available serial numbers are down to 5%, notify the system administrator to issue additional serial numbers to this clinic."

When printing serial numbers on the FI paper stock, the system does not print leading zeroes.

Section 4 - 1.1.1.2 : On Demand Food Instruments (Breastfeeding Promotional Items)

The screenshot displays the 'Arizona WIC Program - [On Demand Food Instruments]' window. A modal dialog box titled 'Breastfeeding Promotional Items' is open, featuring a table with the following data:

Code	Description	Date	Staff
[Blue icon]		09/15/2006	231
[Blue icon]			
[Blue icon]			
[Blue icon]			
[Blue icon]			

Below the table is an 'OK' button. The background window includes a menu bar (File, Edit, Item, Record, Query, Window, Help), a toolbar with various icons, and a status bar showing 'Test|Azdev30|3001'. There are also buttons for 'Print', 'Preview', and 'Appointments' at the bottom of the dialog box.

Figure 2 - On Demand Food Instruments (Breastfeeding Promotional Items)

Fields

Code - The code of the breastfeeding promotional item distributed to the participant. This field is mandatory. This field can be selected from the list of values. For more information see Breastfeeding Promotional items table in the certification module.

Description - The promotional item description. This field is populated from the Breastfeeding Promotional items table when the code is selected. This field is display only.

Date - The date distributed to the participant. This field is mandatory and defaults to today's date.

Staff - The staff member that distributed the promotional item to the participant. This field can be selected from a list of values. This field is mandatory and defaults to the staff member that is currently signed on to the system. For more information see the staff table in Operations Management.

Push Button(s)

OK - Clicking this button confirms the information shown on the Breastfeeding Promotional Items screen and returns the user to the previous screen.

Calculations

None

Background Processes

None

Section 4 - 1.1.1.3 : On Demand Food Instruments (Preview)

The screenshot shows a software window titled "Arizona WIC Program - [On Demand Food Instruments]". The window has a menu bar (File, Edit, Item, Record, Query, Window, Help) and a toolbar. Below the toolbar is a "Client" tab. The main area displays a "Preview" of a form. The form is divided into several sections:

- Header:** "ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM", "IT ADVISORY #1-185, FNU BNU, AFCD #4-85002", "NEED HELP? INS. - PH. 5-384-2 FNU CHL 1-800-522-5WIC", "MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED", "DRAFT # 53068", "DRAFT TYPE 000531.AA".
- Participant Information:** "AGENCY 07", "CLINIC 16", "PARTICIPANT ID 16070011483", "PARTICIPANT NAME DOE, JANE A".
- Food Package Description:** "8 CAN (YELLOW CAN) 16 OZ EACH POWDERED ENFAMIL WITH IRON".
- Dates:** "FIRST DATE TO USE 12/10/2001", "DATE OF USE", "LAST DATE TO USE 01/02/2002".
- Amounts:** "ACTUAL \$ AMOUNT", "LAST DATE TO USE 01/02/2002".
- Signatures:** "SIGNATURE AT CLINIC", "SIGNATURE AT STORE", "MUST MATCH CLINIC SIGNATURE ABOVE".
- Barcode/ID:** ":071100324: 7132963251".
- Buttons:** "OK".

At the bottom of the window, there is a status bar with the text "Press this button to close the preview window and return to the On demand food instruments window." and "Record: 1/2".

Figure 3 - On Demand Food Instruments (Preview)

Field(s)

Name of Participant - This display only field shows the participant last name, first name and middle initials.

First Day to Use - The first date that the participant can spend this food instrument. This field is display only.

Last Day to Use - The last date that the participant can spend this food instrument. This field is display only.

FI Number - The serial number of the food instrument. This field is display only.

Participant ID - The identification number of the participant who would be issued the food instrument.

Agency - The identification number of the local agency the participant is certified at.

Clinic - The identification number of the clinic the participant is certified at.

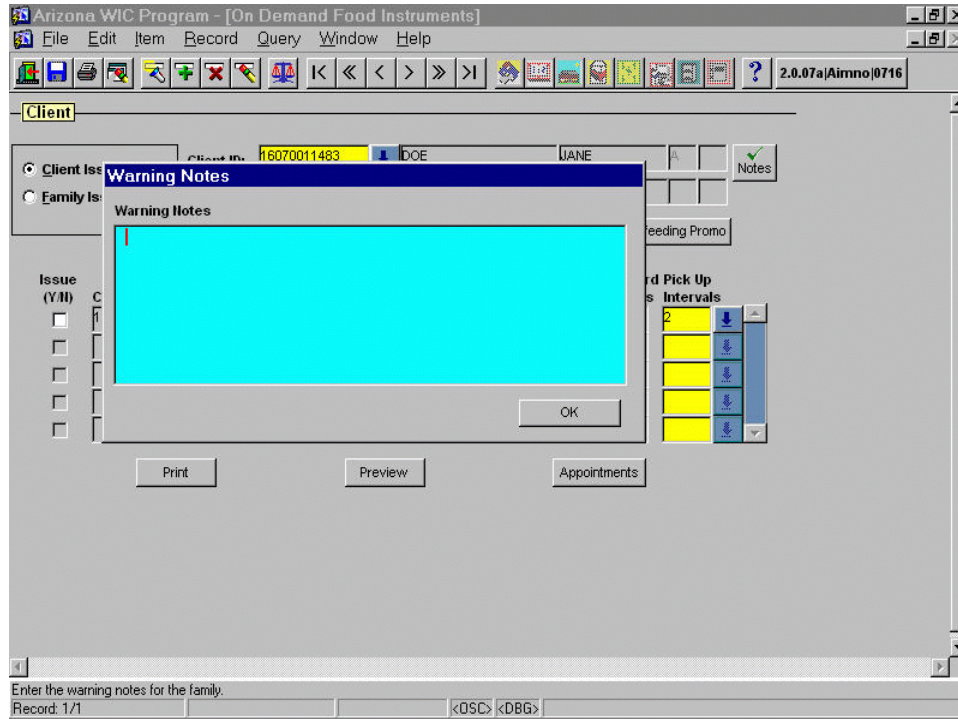
Food Package Type - The identification code of the food package being issued to the participant.

FI Type - The identification code of the food instrument type being issued to the participant.

Food To Be Purchased - Displays the quantity, and **descriptions** of all **foods** contained on this food instrument type. These fields are display only.

Push Button(s)

OK - Clicking this button confirms the information shown on the preview food instrument and returns the user to the previous screen.

Section 4 - 1.1.1.4 : On Demand Food Instruments - Warning Notes**Figure 4 - On Demand Food Instruments - Warning Notes***Field(s)*

Warning Notes - The warning notes that have been entered for this family. This field is optional and can be updated by the user.

Push Button(s)

OK - Clicking this button confirms the information shown on the warning notes and returns the user to the previous screen.

Calculations

None

Background Processes

None

Section 4 - 1.1.1.5 : On Demand Food Instruments - Sample FI


 ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1740 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon. - Fri. 8 AM - 5 PM Call 1-800-2525-WIC			MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED			DRAFT # 75-1248 919		Payable Through FSMC. AN AFFILIATE OF SECURITY STATE BANK HOWARD LAKE, MN 55349 Acct # XXXXXX		
LOCAL AGENCY	CLINIC	PARTICIPANT ID NO.	PARTICIPANT - LAST NAME	FIRST NAME	DRAFT TYPE	AZ WIC USE ONLY		FIRST DATE TO USE		
								DATE OF USE		
						CASHIER INIT	APPROVED	PRICE CHANGE	LAST DATE TO USE	
						ACTUAL \$ AMOUNT		PAY TO THE ORDER OF:		
						TAX EXEMPT SALE NOT TO EXCEED \$200.00		NOT PAYABLE WITHOUT VENDOR ID STAMP		
SIGNATURE AT CLINIC										
SIGNATURE AT STORE										
						MUST MATCH CLINIC SIGNATURE ABOVE				

Figure 5 - On Demand Food Instruments - Sample FI

Calculations

First Date to Use - Max(pickup day, today's date)

Last date to Use - Pickup day + Spend Period (Financial Static factor)

Stale date - First Date to Use + Stale Date Period (Financial Static factor)

Maximum Redemption Amount

- Set to Max FI Amt - Excpn (Financial Static factor) for Custom food packages
- Set to Max FI Amt - Std (Financial Static factor) for Standard food packages

Number of Days Late - (Today's date - Pickup day)

Background Processes

If the 'Pick up Flag' Financial Static Factor is set, the Late Pickup process is performed. The number of days late is calculated and compared to the Late Pickup Standards table to determine the number of FI's to produce. During the End of Day process obligations by issue month are accumulated.

Section 4 - 1.1.1.6 : FI Stub Sample

07 16	Family ID: 014927758		
<u>Part. ID</u>	<u>Part. Name</u>	<u>Check Range</u>	<u>Dates to Spend</u>
16070011483	DOE, JANE A.	000000063068 to 000000063069	12/10/2001 to 02/02/2002

Signature

Authorized Rep. or Proxy**Figure 6 - FI Stub Sample****SAMPLE REPORT**

Calculations

None

Background Processes

The stub information will be printed in the text box of the food instrument.
When printing FI's the system prints Void in large letters on the remaining blank FI stock of the last page.

Section 4 - 1.1.1.7 : On Demand Food Instruments - Breastfeeding Surveillance pop-up
Figure 7 - On Demand Food Instruments - Breastfeeding Surveillance pop-up*Field(s)*

Client ID - This field is a display only of the client selected or all clients in the family/economic unit.

Name - The full name of the client selected. This field is display only.

Days (#3) - Applies to the age in days when the infant/child less than 24 months of age stopped breastfeeding.

Weeks (#3) - Applies to the age in weeks when the infant/child less than 24 months of age stopped breastfeeding.

Months (#3) - Applies to the age in months when the infant/child less than 24 months of age stopped breastfeeding.

Reason Stop breastfeeding - Applies to the reason why the mother stopped breastfeeding the infant/child less than 24 months of age.

Days (#5) - Applies to the age in days when the infant/child less than 24 months of age was fed something other than breast milk.

Weeks (#5) - Applies to the age in weeks when the infant/child less than 24 months of age was fed something other than breast milk.

Months (#5) - Applies to the age in months when the infant/child less than 24 months of age was fed something other than breast milk.

Check Box(es)

Not Applicable – Nothing other than breastmilk has been given.

Radio Button(s)

Currently Breastfeeding, Yes – The infant/child is currently breastfeeding.

Currently Breastfeeding, No – The infant/child is not currently breastfeeding.

Ever Breastfed, Yes – The infant/child has breastfed in the past.

Ever Breastfed, No – The infant/child has not breastfed in the past.

Push Button(s)

OK - Clicking this button confirms the information shown on the breastfeeding surveillance screen and returns the user to the previous screen.

Calculations

None

Background Processes

The system validates that the breastfeeding duration is not greater than the age of the child. Also, the breastfeeding duration cannot be less than the last time the mother said she was breastfeeding.

Section 4 - 1.1.1.8 : On Demand Food Instruments - Enter Reasons Mom and Infants Not Linked

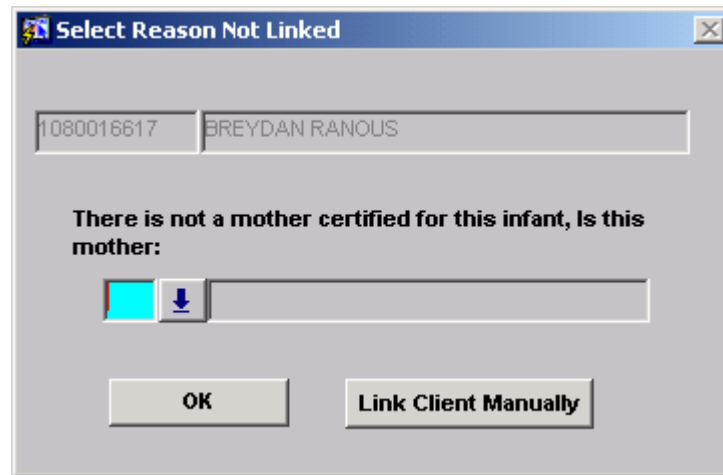


Figure 8 - Select Reasons Not Linked Pop Up

Field(s)

Client ID - This field is a display only of the client selected or all clients in the family/economic unit.

Name – The full name of the client selected. This field is display only.

Reason Not Linked - Applies to the reason why the infant is not linked to a woman or why the woman is not linked to an infant.

Push Button(s)

OK - Clicking this button confirms the information shown and closes the select reason not linked screen. User is only able to select OK if information is entered into the reason not linked field.

Link Client Manually – Clicking this button brings up the prompt “Do you wish to exit without providing a reason why this client is not linked?” If Yes is selected then the user is brought back to the On Demand screen but cannot issue food instruments to the client. If No is selected then the select reasons not linked screen remains open allowing the user to enter a reason code into the field.

Food Instruments

Section 4 - 1.1.2 : Producing Batched Food Instruments

Priority: Required

Window: Batched Food Instruments

Report: No

FSRD Reference: FPI 6.1, 6.2

Narrative:

This Window can be used to produce a batch of food instruments for a given clinic and time period. By selecting the clinic and entering the issue dates, the system displays all the participants with pick up days to pick up FI's in the date range.

Sort Criteria (Major to Minor): Food Instrument Serial Number

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.2.1 : Batched Food Instruments

Client ID	Last Name	First Name	First Date To Use	Food Package ID	FI Type	Do Not Print
16070001502	SMITH	JASMINE	12/10/2001	AA901520	000531AA	<input type="checkbox"/>
16070001502	SMITH	JASMINE	01/10/2002	AA901520	000531AA	<input type="checkbox"/>
16070004255	JONES	ASHLEY	12/10/2001	AA901500	000527AA	<input type="checkbox"/>
16070004255	JONES	ASHLEY	01/10/2002	AA901500	000527AA	<input type="checkbox"/>
16070004292	SMITH	FRANCISCO	12/10/2001	AA901136	000493AA	<input type="checkbox"/>
16070005483	JONES	MARIA	12/10/2001	AA000291	001706AA	<input type="checkbox"/>
16070005483	JONES	MARIA	12/10/2001	AA000291	001707AA	<input type="checkbox"/>
16070005630	LOPEZ	ARACELI	12/10/2001	AA902522	000531AA	<input type="checkbox"/>

Figure 9 - Batched Food Instruments

Field(s)

Clinic - Clicking on the list of values button allows the user to select a clinic. For more information, refer to: Maintain Organizational Units in Operations Management. This field is mandatory.

Issue From Date - The date that the food instrument is cycled from is entered here by the user. This date must be today's date or a future date. This field is mandatory.

Issue To Date - The date that the food instrument is cycled to is entered here by the user. This field is mandatory. **Client ID** - The participant's identification number is displayed here. This field is display only.

Last Name - The participant's last name is displayed here. This field is display only.

First Name - The participant's first name is displayed here. This field is display only.

First Date to Use - The first date to use for the issuance month. This field is display only.

Food Package ID - The food package for the issuance month. The field is display only.

FI Type - The food instrument type for the issuance month. This field is display only.

Check Box(es)

Do Not Print - Indicates the FI should not be printed for this participant. This field defaults to not checked.

Push Button(s)

Preview - This button allows the user to preview the food instruments before printing.

Printer - This button allows the user to print the food instruments for the clinic.

Calculations

None

Background Processes

A 15 calendar day time period is the maximum date range that can be entered. The system lists participants in the selected clinic with pick up days within the time period entered. The FI's are printed starting on a new sheet of blank stock for each participant.

Food Instruments

Section 4 - 1.1.3 : Recording Void/Return Food Instruments

Priority: Required

Window: Void/Return Food Instruments

Report: No

FSRD Reference: FIP8.1, FIP 10.3, FPR 3.1

Narrative:

The window displays food instruments issued to the participant which may be voided and/or reissued.

Sort Criteria (Major to Minor): FI Serial Number

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.3.1 : Void / Return Food Instruments

Client

Client ID: 16070011483 Last Name: DOE First Name: JANE MI1: A MI2:

Food Instruments

	FI Number	First Date To Use	Last Date To Use	Status	Void Reason	Reissue
Display	0000063068	12/10/2001	01/02/2002	ISSUED, NOT CASHED		<input type="checkbox"/>
Display	0000063069	01/03/2002	02/02/2002	ISSUED, NOT CASHED		<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>
Display						<input type="checkbox"/>

Formula Replacement Reissue

The client ID. Double click or press F2 to go to the client/family lookup for an existing client.
Record: 1/1 <OSC> <DBG>

Figure 10- Void/Return Food Instruments

Fields

Client ID - Double clicking this mandatory field will allow the user to choose a participant from the Client/Family Lookup window in the Enrollment and Certification module. The user can also enter a Client ID directly or use the list of values.

Last Name - The last name of the participant is displayed for verification.

First Name - The first name of the participant is displayed for verification.

MI1 - The first middle initial of the participant is displayed for verification.

MI2 - The second middle initial of the participant is displayed for verification.

FI Number - Food Instrument Serial numbers eligible for voiding are displayed here.

First Date to Use - This is the valid start date for the FI number. This field is display only.

Last Date to Use - This is the last valid date for the FI. This field is display only.

Status - The status of the FI number is displayed here. This field is display only.

Void Reason - The user can click the list of values button to choose one of the user defined reasons for the void/return. This field is mandatory. This field can be selected from a List of values.

Check Box(es)

Reissue - Clicking on this check box will allow reissuance of the voided food instrument. The original FI is voided and a replacement FI is produced.

Push Button(s)

Display - Clicking on this button will produce an image of the food instrument.

Reissue - By clicking this push button the FI will be created for those FI's checked for reissuing.

Formula Replacement - Clicking this button will open the formula replacement window to reissue an FI with a new formula.

Calculations

None

Background Processes

Only FI's that have been issued, but not voided or redeemed are displayed in this window, so that the user can not void an FI that is already redeemed or voided.

Section 4 - 1.1.3.2 : Food Instrument Display

The screenshot shows a software window titled "Arizona WIC Program - [Void/Return Food Instruments]". The menu bar includes File, Edit, Item, Record, Query, Window, and Help. The status bar at the bottom indicates "Record: 1/1" and "2.0.07a|Aimno|0716".

The main form is titled "Food Instrument Display" and contains the following fields:

ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM 1749 WEST ADAMS, PHOENIX, ARIZONA 85007 NEED HELP? Mon - Fri, 8 AM - 5 PM, Call 1-800-2525-WIC		MISUSE OF DRAFTS SUBJECT TO STATE OR FEDERAL PROSECUTION. VOID IF ALTERED		DRAFT # 0000063068
AGENCY 07	CLINIC 16	PARTICIPANT ID 16070011483	PARTICIPANT NAME DOE, JANE	DRAFT TYPE 000531AA
8 CAN (YELLOW CAN) 16 OZ EACH POWDERED ENFAMIL WITH IRON		AZ WIC USE ONLY FIRST DATE TO USE 12/10/2001	DATE OF USE	LAST DATE TO USE 01/02/2002
ACTUAL AMOUNT \$		PAY TO THE ORDER OF:		
SIGNATURE AT CLINIC				
SIGNATURE AT STORE				
MUST MATCH CLINIC SIGNATURE ABOVE				

At the bottom of the form, there are two fields: ":071100324:" and "7132963251". Below these fields is an "OK" button.

At the bottom of the window, there is a message: "Press this button to close the food instrument display window and return to the void/return food instruments window." and a button labeled "OK".

Figure 11 - Select Reasons Not Linked - Food Instrument Display

Field(s)

Name of Participant - This display only field shows the participant last name, first name and middle initials.

First Day to Use - The first date that the participant can spend this food instrument. This field is display only.

Last Day to Use - The last date that the participant can spend this food instrument. This field is display only.

FI Number - The serial number of the food instrument. This field is display only.

Participant ID - The identification number of the participant who would be issued the food instrument.

Agency - The identification number of the local agency the participant is certified at.

Clinic - The identification number of the clinic the participant is certified at.

Food Package Type - The identification code of the food package being issued to the participant.

FI Type - The identification code of the food instrument type being issued to the participant.

Food To Be Purchased - Displays the quantity, container and description of all food contained on this food instrument type. These fields are display only.

Push Button(s)

OK - Clicking this button confirms the information shown on the preview food instrument and returns the user to the previous screen.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 1.1.4 : Recording Formula Replacement

Priority: Required

Window: Formula Replacment

Report: No

FSRD Reference:

Narrative:

This Window is used to replace a formula on a FI that has been created but returned. The reason for doing a formula replacement is when an infant might not respond well to a powdered formula and the client would like to try another food package instead.

Sort Criteria (Major to Minor): FI Serial Number

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.4.1 : Formula Replacement

Client

Client ID: 16070011483 Last Name: DOE First Name: JANE MI1: A MI2:

Food Instruments

	FI Number	First Date To Use	Last Date To Use	Status	Formula Return	Reissue
Display	0000063068	12/10/2001	01/02/2002	ISSUED, NOT CASHED	Replace	<input type="checkbox"/>
Display	0000063069	01/03/2002	02/02/2002	ISSUED, NOT CASHED	Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>
Display					Replace	<input type="checkbox"/>

Reissue

Press this button to replace the corresponding food instrument.

Record: 1/2

Figure 12- Formula Replacement

Field(s)

Client ID - Double clicking this mandatory field will allow the user to choose a participant from the Client/Family Lookup window in the Enrollment and Certification module. The user can also enter a Client ID directly or use the list of values.

Last Name - The last name of the participant is displayed for verification.

First Name - The first name of the participant is displayed for verification.

MI1 - The first middle initial of the participant is displayed for verification.

MI2 - The second middle initial of the participant is displayed for verification.

FI Number - Food Instrument Serial numbers eligible for voiding are displayed here.

First Date to Use - This is the valid start date for the FI number. This field is display only.

Last Date to Use - This is the last valid date for the FI. This field is display only.

Status - The status of the FI number is displayed here. This field is display only.

Check Box(es)

Reissue - Clicking on this check box will allow reissuance of the replaced food instrument. The original FI is voided and a replacement FI is produced.

Push Button(s)

Display - Clicking on this button will produce an image of the food instrument.

Reissue - By clicking this push button the FI will be created for those FI's checked for reissuing.

Replace - By clicking this push button a window will open to allow you choose the replacement food package.

Calculations

None

Background Processes

Only FI's that have been issued, but not voided or redeemed are displayed in this window, so that the user can not void and reissue a FI that is already redeemed or voided.

Section 4 - 1.1.4.2 : Select Food Package FI Type

The screenshot shows the 'Arizona WIC Program - [Formula Replacement]' window. The 'Client' section displays Client ID 16070011483, Last Name DOE, First Name JANE, and MI1 MI2 A. The 'Select Food Package FI Type' dialog box is open, showing a table for Food Package Information and a table for Food Package FI Type.

Food Package	FI Type	Sequence	Select FI Type
AA901520	000531AA	1	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Buttons: Cancel, OK

Figure 13 - Select Food Package FI Type

Field(s)

Food Package Information - The food package id and the description of the food package.

Effective Date - The effective date of the food package prescribed to the participant. This field is display only.

End Date - The effective end date of the food package prescribed to the participant. This field is display only.

Food Package - The food package id of the replacement food package.

FI Type - The identification code of the food instrument type being issued to the participant.. This field is display only.

Sequence - The food instrument on which the food item is to be placed (in the sequence of FI's for the entire food package). This field is display only.

Check Box(es)

Select FI Type - Clicking on this check box will allow that FI Type to be used as the replacement FI

Push Button(s)

Preview - Clicking on this button will produce an image of the food instrument.

Calculations

None

Background Processes

Only food packages that have not been disabled will be shown in this screen.

Section 4 - 1.1.4.3 : Formula Replacement FI Preview

Arizona WIC Program - [Formula Replacement]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0716

Client

Food Instrument Display

ARIZONA DEPARTMENT OF HEALTH SERVICES WIC PROGRAM
1740 WEST ASHLEY, PHOENIX, ARIZONA 85007
NEED HELP? MON - FRI 8 AM - 6 PM CALL 1-800-252-2363

ABUSE OF DRAFTS SUBJECT TO STATE OR
FEDERAL PROSECUTION. VOID IF ALTERED

DRAFT# 0000063068

AGENCY	CLINIC	PARTICIPANT ID	PARTICIPANT NAME	DRAFT TYPE
07	16	16070011483	DOE, JANE	000531AA

8 CAN (YELLOW CAN) 16 OZ EACH POWDERED ENFAMIL WITH IRON

DATE TO USE	12/10/2001
DATE OF USE	
LAST DATE TO USE	01/02/2002
PAY TO THE ORDER OF:	
SIGNATURE AT CLINIC	
SIGNATURE AT STORE	
MUST MATCH CLINIC SIGNATURE ABOVE	

ACTUAL \$ AMOUNT

\$

:071100324: 7132963251

OK

Press this button to close the food instrument display window and return to the void/return food instruments window.

Record: 1/1

<OSC> <DBG>

Figure 14 - Formula Replacement FI Preview

Field(s)

Name of Participant - This display only field shows the participant last name, first name and middle initials.

First Day to Use - The first date that the participant can spend this food instrument. This field is display only.

Last Day to Use - The last date that the participant can spend this food instrument. This field is display only.

FI Number - The serial number of the food instrument. This field is display only.

Participant ID - The identification number of the participant who would be issued the food instrument.

Agency - The identification number of the local agency the participant is certified at.

Clinic - The identification number of the clinic the participant is certified at.

Food Package Type - The identification code of the food package being issued to the participant.

FI Type - The identification code of the food instrument type being issued to the participant.

Food To Be Purchased - Displays the quantity, container and descriptions of all foods contained on this food instrument type. These fields are display only.

Push Button(s)

OK - Clicking this button confirms the information shown on the preview food instrument and returns the user to the previous screen.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 1.1.5 : Recording Unissued Voids

Priority: Required

Window: Unissued Voids

Report: No

FSRD Reference: FPR 3.1

Narrative:

This Window is used to void FI's that have been created but are unissued. The reasons for voiding are usually lost, stolen or damaged food instruments. The Laptop 'Check-In' process will automatically void unused serial numbers.

Sort Criteria (Major to Minor): None

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.5.1 : Unissued Voids

Arizona WIC Program - [Unissued Voids]

File Edit Item Record Query Window Help

Starting Void FI

Ending Void FI

Void Reason

Comment

Enter the Starting Void FI Number.

Record: 1/1

<OSC> <DBG>

Figure 15 - Unissued Voids*Field(s)*

Starting Void FI - The FI stock starting number to be voided as unissued. This field is mandatory.

Ending Void FI - The FI stock ending number to be voided as unissued. This field is mandatory.

Void Reason - The reason the above FI's are voided. This field is mandatory.

Comment - This field is used to make any comments. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 1.1.6 : Produce Test Print

Priority: Required

Window: Test Print

Report: No

FSRD Reference: FIP 10.2

Narrative:

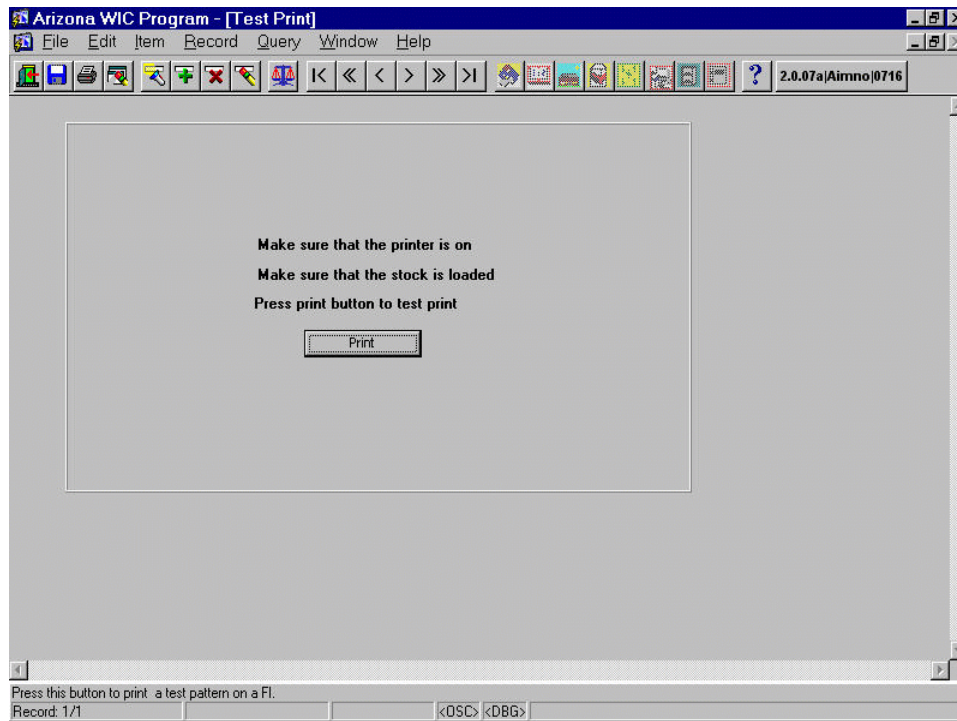
This Window will allow the user to align the FI's stock on the printer and test that the FI's are printing correctly. A maximum of three FI's will be printed with each execution of this Window.

Sort Criteria (Major to Minor): FI Serial Number

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.6.1 : Test Print**Figure 16 - Test Print***Field(s)*

The field description below is self-explanatory:

1. **Press "Print" button to test print.**

Push Button(s)

Print - Clicking this button will print the test food instrument with 'X's' in all fields on the FI including the serial number. Void is also printed in large bold letters across the center of the FI. A full sheet of FI's are printed each time the function is run.

Calculations

None

Background Process(es)

This form does not generate Food Instrument records and does not consume serial numbers that have been issued to the clinic.

Each time this function is used, the Expected Stock Inventory record for the clinic that the user is currently logged into is decremented by 1. This function does not use any FI serial numbers.

Food Instruments

Section 4 - 1.1.7 : Record Batch FI Pickup

Priority: Required

Window: Batch FI Pickup

Report: No

FSRD Reference: FIP 6.3

Narrative:

This Window is used when a participant comes in to pickup food instruments generated through batch issuance. The participant field can be double-clicked for the Participant Search Window or entered if known. This is a mandatory field. The full name of the participant is displayed for verification when the participant ID number is entered.

Sort Criteria (Major to Minor): None

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.7.1 : Batch FI Pickup

The screenshot shows the 'Arizona WIC Program - [Batch FI Pickup]' window. It features a menu bar with 'File', 'Edit', 'Item', 'Record', 'Query', 'Window', and 'Help'. Below the menu is a toolbar with icons for file operations, editing, and navigation. The main area contains several input fields: 'Client ID' with a dropdown arrow, 'Last Name', 'First Name', 'MI1', and 'MI2'. A section titled 'Food Instruments' includes 'Starting FI Number', 'Ending FI Number', and a checkbox labeled 'FI Issued To Client'. The bottom status bar displays 'Enter a query: press F8 to execute, Ctrl+q to cancel. Record: 1/1' and buttons for 'Enter-Query', 'List of Values', '<DSC>', and '<DBG>'.

Figure 17 - Batch FI Pickup

Field(s)

Client ID - Double-clicking this brings up the Participant/Family Lookup window from the Enrollment and Certification module which allows the user to select a participant identification number. This field is mandatory.

Last Name - This field is optional in query mode, then display only for verification.

First Name - This field is optional in query mode, then display only for verification.

MI1 - This field is optional in query mode, then display only for verification.

MI2 - This field is optional in query mode, then display only for verification.

Starting FI Number - The system displays the range of batch issued food instruments for the participant that have been printed but as yet are unissued.

Ending FI Number - The system displays the range of batch issued food instruments for the participant that have been printed but as yet are unissued.

Check Box(es)

FI Issued to Client - Indicates the batch printed FI has been issued to the participant by setting the Food Instrument Disposition Code to 2 (Issued) and the Issue Date to today's date. The Food Instrument Received flag is set to 'Y' and the Attend Status Code for any appointments for the participant on today's date is set to 'K' (Kept).

Calculations

None

Background Processes

None

Food Instruments

Section 4 -1.1.1: Performing FI Lookup

Priority: Required

Window: FI Lookup

Report: No

FSRD Reference: FIP 7.2, FIP8.2

Narrative:

This Window is used to examine food instruments. The user may query by participant, vendor, date to use date range and by serial number range.

Sort Criteria (Major to Minor): FI Serial Number

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 1.1.7.2 : FI Lookup (Scroll 1 of 3)

Criteria

Vendor ID: Client ID: 16070011483 DOE JANE

Date to Use Range From: To:

Serial Number Range From: To:

Results

Serial Number	Display	Issue Date	First Date to Use	Last Date to Use	Max. Amount	Reval. Flag	Compl. Flag	Redemption Amount	Cle Dat
0000083068	Display	12/10/2001	12/10/2001	01/02/2002	200.00	<input type="checkbox"/>	<input type="checkbox"/>		
0000083069	Display	12/10/2001	01/03/2002	02/02/2002	200.00	<input type="checkbox"/>	<input type="checkbox"/>		
	Display					<input type="checkbox"/>	<input type="checkbox"/>		
	Display					<input type="checkbox"/>	<input type="checkbox"/>		
	Display					<input type="checkbox"/>	<input type="checkbox"/>		

Select the Vendor ID from the list of values or Double click or press F2 to go to the Vendor Lookup for an existing vendor.

Record: 1/1 List of Values <OSC> <DBG>

Figure 18 - FI Lookup (Scroll 1 of 3)

Field(s)

Vendor ID - The Vendor identification number is selected here from the list of values. This field is optional. **Client ID** - The participant identification number is selected here from the list of values. This field is optional.

Date to Use Range - From: / To: - The beginning and end date for which food instrument information will be searched and retrieved. The field used in searching is the first date to spend. These fields are optional.

Serial Number Range - From: / To: - The beginning and ending serial numbers for which information will be searched and retrieved. These fields are optional.

Serial Number - The number imprinted on the FI. This field is display only.

Issue Date - The date the FI was created. This field is display only..

First Date to Use - The first date that the FI can be used. This field is display only.

Last Date to Use - The last day which the FI may be redeemed for WIC Foods. This field is display only.

Max. Amount - The highest requested dollar value which the FI may be redeemed for. This field is display only.

Redemption Amount - The dollar amount which was paid to the vendor for a particular FI. This field is display only.

Check Box(es)

Reval Flag - Indicates whether or not the FI has been re-validated. This field is display only.

Compl. Flag -Indicates whether or not the FI is a compliance buy FI. This field is display only.

Push Button(s)

Display - This button invokes a pop-up window displaying an image of the food instrument FI as issued to the participant.

Calculations

None

Background Processes

None

Section 4 - 1.1.7.3 : FI Lookup (Scroll 2 of 3)

Criteria

Vendor ID: Client ID: 16070011483 DOE JANE

Date to Use Range From: To:

Serial Number Range From: To:

Results

Serial Number	Display	Cleared Date	Reject Date	Requested Amount	Approved Amount	Approved By
0000063068	Display					
0000063069	Display					
	Display					
	Display					
	Display					

Select the Vendor ID from the list of values or Double click or press F2 to go to the Vendor Lookup for an existing vendor.

Record: 1/1 List of Values <OSC> <DBG>

Figure 19 - FI Lookup (Scroll 2 of 3)

Field(s)

Cleared Date - The date on which the food instrument was paid by the WIC fiscal intermediary. This field is display only.

Reject Date - The date on which the food instrument was rejected by the WIC fiscal intermediary. This field is display only.

Requested Amount - The amount that was requested by Vendor Management for payment on a rejected food instrument. This field is display only.

Approved Amount - The amount that was approved by Vendor Management for payment on a rejected food instrument. This field is display only.

Approved By - The staff member who approved the FI for redepositing. This field is display only.

Calculations

None

Background Processes

None

Section 4 - 1.1.7.4 : FI Lookup (Scroll 3 of 3)

Criteria

Vendor ID: Client ID:

Date to Use Range From: To:

Serial Number Range From: To:

Results

Serial Number	Display	Approval Date	Void Date	Void Reason	Voided By	Reject Reason
	Display					Reject Reason
	Display					Reject Reason
	Display					Reject Reason
	Display					Reject Reason
	Display					Reject Reason

Record: 1/1 List of Values: <OSC> <DBG>

Figure 20 - FI Lookup (Scroll 3 of 3)

Field(s)

Approval Date - The date that the staff member approved the FI for redepositing. This field is display only.

Void Date - The date the food instrument was voided. This field is display only.

Void Reason - The reason the FI was voided. This field is display only.

Voided By - The user the FI was voided by. This field is display only.

Push Button(s)

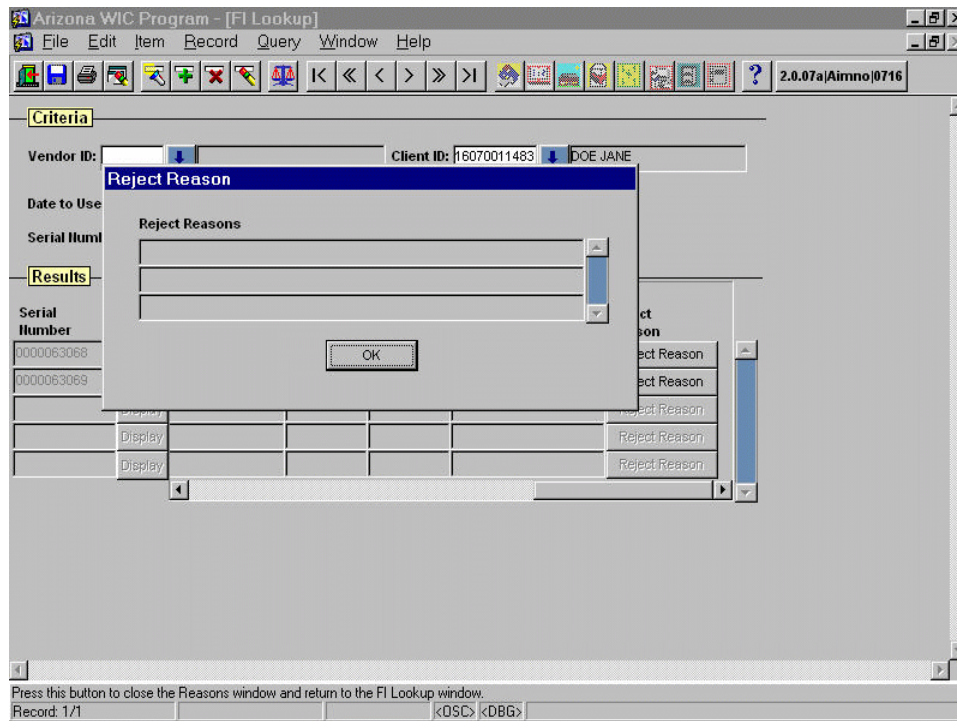
Reject Reason - This displays the reject reasons for display only.

Calculations

None

Background Processes

None

Section 4 - 1.1.7.5 : FI Lookup (Reason Push Button)**Figure 21 - FI Lookup (Reason Push Button)***Field(s)*

Reject Reason (Food Instrument Detail) - The reasons the FI was rejected by the fiscal intermediary. This field is display only.

Push Button(s)

OK - When depressed exits the Reason pop-up and returns the user to the FI Lookup Screen.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 1.1.8 Unvoid Food Instruments

Priority : Required

Window : Unvoid Checks

Report : No

FSRD Reference : (CO 95)

Narrative:

This window unvoids a check. This involves data fixing by a help desk member, who also keeps all kind of information like username, client id, check number, agency/clinic, reason for unvoiding a check. This screen is needed to automate the process and to allow local agency supervisor to revert the check voiding process. This screen only allows the local agency user to unvoid checks on the day that they are voided. This will also maintain a audit trail of unvoided checks.

Sort Criteria (Major to Minor): FI Serial Number

Date Current As Of : Run Time

Frequency : On Demand

Roles(s) : Food Instruments

Section 4 - 1.1.8.1 Unvoid Food Instruments

Client

Client ID: 16080015339 Last Name: ALMOND First Name: NUTTY MI1: MI2:

Food Instruments

FI Number	First Date To Use	Last Date To Use	Void Reason	Unvoid	Comments
0003032157	10/31/2003	11/02/2003		<input type="checkbox"/>	
0003032158	10/31/2003	11/02/2003		<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Requested User ID: WICADM

Find Client Ok Cancel

Check if the food instrument is to be reissued.
Record: 1/2 <OSC> <DBG>

Start Inbox - Mic... Exploring... FI DFDD.d... TOAD VI Arizona ... Oracle De... Reports B... 10:12 AM

Figure 22 - Unvoid Food Instruments

Field(s)

Client ID - The user has to enter a Client ID.

Last Name - The last name of the participant is displayed for verification.

First Name - The first name of the participant is displayed for verification.

MI1 - The first middle initial of the participant is displayed for verification.

MI2 - The second middle initial of the participant is displayed for verification.

FI Number - Food Instrument Serial numbers eligible for unvoiding are displayed here.

First Date to Use - This is the valid start date for the FI number. This field is display only.

Last Date to Use - This is the last valid date for the FI. This field is display only.

Void Reason - This is the reason for the void/return. This field is display.

Comments - This field is used to make any comments. This field is optional.

Requested User ID - This the user ID for the user that is currently logged on to the system.

Check Box(es)

Unvoid - Clicking on this check box will allow unvoiding of the voided food instrument. The original FI is unvoided.

Push Button(s)

Find Client - Clicking on this button will query the client name and all food instruments that are eligible for unvoiding for the client ID that is entered by the user in the Client ID field.

OK - By clicking this push button the checked FI(s) will be unvoided.

Cancel - Clicking this button will clear the screen.

Calculations

None

Background Processes

Only FI's that have been voided on the current date and whose last date to use is greater than the current date are displayed in this window.

Food Instruments

Section 4 - 1.1.8.2 Administrative Un-Void

Priority : Required

Window : Administrative Un-void

Report : No

FSRD Reference : (CO 116)

Narrative:

Since releasing the new Unvoid Food Instruments screen, there have been instances where the local agency staff has requested that an FI created in the past be un-voided. The Unvoid Food Instruments screen only allows them to unvoid checks on the day that they are voided. This screen allows the state to unvoid FI's in the past. This screen allows the financial manager to enter either one FI number or a range of serial numbers to be unvoided. A warning message would also be included to alert the user to be sure that they want to unvoid these checks. This screen and its associated role would exist at the state level only. The financial manager would update the FI record on the Central database. The End of Day processing would be modified to update the record or records on the Local Agency database the next day.

Sort Criteria (Major to Minor): FI Serial Number

Date Current As Of : Run Time

Frequency : On Demand

Roles(s) : Food Instruments

Section 4 - 1.1.8.3 Administrative Unvoid

Client

Client ID	Last Name	First Name	MI1	MI2
16080015339	ALMOND	NUTTY		

Food Instruments

FI Number	First Date To Use	Last Date To Use	Void Reason Unvoid	Comments
0003032157	10/31/2003	11/02/2003	<input type="checkbox"/>	
0003032158	10/31/2003	11/02/2003	<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Requested User ID: WICADM

Find Client Ok Cancel

Check if the food instrument is to be reissued.
Record: 1/2 <DSC> <DBG>

Start Inbox - Mic... Exploring - ... FI DFDD.d... TOAD VI Arizona ... Oracle De... Reports B... 10:12 AM

Figure 23 - Administrative Un-void

Field(s)

Client ID - The user has to enter a Client ID.

Last Name - The last name of the participant is displayed for verification.

First Name - The first name of the participant is displayed for verification.

MI1 - The first middle initial of the participant is displayed for verification.

MI2 - The second middle initial of the participant is displayed for verification.

FI Number - Food Instrument Serial numbers eligible for unvoiding are displayed here.

First Date to Use - This is the valid start date for the FI number. This field is display only.

Last Date to Use - This is the last valid date for the FI. This field is display only.

Void Reason - This is the reason for the void/return. This field is display.

Comments - This field is used to make any comments. This field is optional.

Requested User ID - This the user ID for the user that is currently logged on to the system.

Check Box(es)

Unvoid - Clicking on this check box will allow unvoiding of the voided food instrument. The original FI is unvoided.

Push Button(s)

Find Client - Clicking on this button will query the client name and all food instruments that are eligible for unvoiding for the client ID that is entered by the user in the Client ID field.

OK - By clicking this push button the checked FI(s) will be unvoided.

Cancel - Clicking this button will clear the screen.

Calculations

None

Background Processes

Only FI's that have been voided, not stale dated and whose last date to use is greater than the current date are displayed in this window.

Food Instruments

Section 4 - 2 : Tables

Section 4 - 2.1 : Update Table Information

Section 4 - 2.1.1 : Maintaining Stock Inventory

Priority: Required

Window: Stock Inventory

Report: Yes

FSRD Reference: FIP 13.1, 13.2, FPR 1.4

Narrative:

This Window is used to record receipt of FI stock from the banking services contractor/state agency or printer cartridges for MICR printing.

Sort Criteria (Major to Minor): Item, Receipt date (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.1.1 : Stock Inventory

Arizona WIC Program - [Stock Inventory]

File Edit Item Record Query Window Help

Local Agency Clinic Clinic Name

Item	Qty	Shipment Number	Shipment Date	Receipt Date	Receiving Staff ID

Record: 1/1 List of Values <OSC> <DBG>

Figure 24 - Stock Inventory

Field(s)

Local Agency - The organizational unit identification code for the local agency that has received the inventory item. This field can be entered directly or selected from the list of values. This field is mandatory. For more information see organizational units in Operations Management.

Clinic - The organizational unit code for the clinic that receives the items. This field is mandatory. This field can be selected from the List of values. For more information see organizational units in Operations Management.

Clinic Name - The organizational unit name. This field is display only.

Item - This is a mandatory field. The valid values are FI stock or MICR Cartridges.

Qty - This is a mandatory field containing the number of boxes in the shipment.

Shipment Number - If a shipping number accompanies an order it should be recorded. This field is optional.

Shipment Date - The date that the boxes of stock were shipped. This field is mandatory.

Receipt Date - The date that the boxes of stock were received. This field is optional.

Receiving Staff ID - The staff member of the organizational unit who is responsible for the inventory. This field is mandatory. This field can be selected from the List of values. For more information see staff in Operations Management.

Calculations

None

Background Processes

When the receipt date field is entered for FI Stock where the Item code is 'STCK', the system adds (5000 x Qty) to the estimated FI stock inventory. The estimated FI stock inventory is reflected in the Stock Usage window.

Food Instruments

Section 4 - 2.1.2 : Recording Stock Usage

Priority: Required

Window: Stock Usage

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This window is used to maintain clinic FI paper stock usage.

Sort Criteria (Major to Minor): None

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.2.1 : Stock Usage

Clinic	Clinic Name	Inventory Date	Actual Inventory	Expected Inventory	Current %	Current Tolerance
		11/13/2001				0

Figure 25 - Stock Usage

Field(s)

Clinic - The clinic code. This field is mandatory and can be selected from a list of values. The name of the clinic is displayed when the code is selected. For more information refer to the organizational units table in Operations Management.

Clinic Name - The name of the clinic. This field is display only.

Inventory Date - The date the inventory was performed. This field is mandatory.

Actual Inventory - The number of sheets of stock that is currently on hand. This field is mandatory.

Expected Inventory - The number of sheets of stock the clinic is expected to have on hand. This field is display only.

Current % - The percent of difference between the Actual and Expected Inventories. This field is display only.

Current Tolerance - The % of tolerance. This field is populated from the "Tolerance in FI # Printing" static factors variable in the Financial Management Module. This field is display only.

Calculations

Current % - $\text{Round}((\text{Expected Inventory} - \text{Actual Inventory}) / \text{Expected Inventory} \times 100)$

Background Processes

The Expected Inventory field is incremented as stock is received and recorded in the Stock Inventory window and reduced as sheets of stock are used by the on demand, batched Food Instruments, Void/Return Food Instruments Reissue, and Test Print functions.

Food Instruments

Section 4 - 2.1.3 : Issue FI Numbers

Priority: Required

Window: Issue FI Numbers

Report: No

FSRD Reference: FIP 7.1, 13.1, FPR 1.3

Narrative:

This window is used to maintain and view FI serial numbers issued to clinics.

Sort Criteria (Major to Minor): Food Instrument Start Number

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.3.1 : Issue FI Numbers

Clinic	Clinic Name	No. of FI's Issued	Starting FI Number	Ending FI Number	Last Printed FI	Issue
16	CHANDLER WIC	1000	0000059001	0000059000	0000059000	Issue
16	CHANDLER WIC	24000	0000059001	0000083001	0000062964	Issue
09	EAST MESA WIC	12000	0000207004	0000219003	0000209411	Issue
12	SEVENTH AVENUE WIC	24000	0000251012	0000275011	0000257062	Issue
42	GLENDALE WIC	24000	0000323017	0000347018	0000328208	Issue
						Issue
						Issue
						Issue
						Issue
						Issue

The organizational unit's unique code.
Record: 1/5 <0SC> <DBG>

Figure 26 - Issue FI Numbers

Field(s)

Clinic -The clinic code. This field is mandatory and can be selected from a list of values. The clinic Name is displayed as a code is selected. For more information refer to the organizational units table in Operations Management.

Clinic Name -The clinic name. This field is display only.

No. of FI's Issued - The number of FI's to issue to the clinic. This field is mandatory.

Starting FI Number - The starting FI number of the next available block of FI numbers. This field is display only.

Ending FI Number - The ending FI number, calculated from the starting FI number and the number of FI's issued. This field is display only.

Last Printed FI - The last FI that has been printed by the clinic. This field is display only.

Push Button (s)

Issue - This button accesses the state database via the WAN to initiate the Issuance of the next available set of serial numbers to the selected clinic.

Calculations

None

Background Processes

During the end of day process the system automatically replenishes serial numbers for the clinics with the number of serial numbers at 10% or less of the number defined by the static factors, “small clinic FI’s”, “med clinic FI’s”, and “large clinic FI’s”.

Food Instruments

Section 4 -1.1.2: Maintaining Age Ranges

Priority: Requested

Window: Maintain Age Ranges

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window is used to define and maintain the age ranges to be used for setting up food packages for specific age ranges within a category.

Sort Criteria (Major to Minor): Begin Month

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.3.2 : Maintain Age Ranges

Begin Month	End Month
0	5
0	11
6	11
12	23
13	24
24	35
36	47
48	59
108	143
108	215

Comment

Enter the beginning month of the age range.
Record: 1/?

Figure 27 - Maintain Age Ranges

Field(s)

Begin Month - The beginning age range in months. This field is mandatory.

End Month - The ending age range in months. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

The values defined here are used to define age ranges used in conjunction with categories to form sub-categories called category groups; e.g., 0 - 4 month Infants and 4 - 11 month Infants. The association between categories and age ranges is made in the Maintain Category Groups base table. The category groups are then associated with food packages in the Maintain Standard Food Packages base table. This allows food packages to be restricted by age within a category. For example, a food package containing Juice and Cereal can be associated with 4 - 11 month old infants and not associated with 0 - 4 month old infants.

Food Instruments

Section 4 - 2.1.4 : Maintaining Category Groups

Priority: Requested

Window: Maintain Category Groups

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window is used to enter category groups, to define age ranges within categories to be used when setting up food packages.

Sort Criteria (Major to Minor): Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.4.1 : Maintain Category Groups

Code	Description	Begin Month	End Month
C1	1 YEAR OLD CHILD	12	23
C2	2 YEAR OLD CHILD	24	35
C3	3 YEAR OLD CHILD	36	47
C4	4 YEAR OLD CHILD	48	59
EN	WOMAN, BREASTFEEDING, NO FORM	108	720
EN	INFANT, BREASTFEEDING, NO FORM	6	11
EN	INFANT, BREASTFEEDING, NO FORM	0	5
FF	INFANT, ALL FORMULA	0	5
FF	INFANT, ALL FORMULA	6	11
FN	INFANT, BREASTFEEDING, PARTIAL F	0	5

Comment

Select the code for the category group from the list of values.
Record: 1/? <OSC> <DBG>

Figure 28 - Maintain Category Groups

Fields

Code - This field is used to select a category group. For more information, please refer to the Maintain Categories table in Certification and Enrollment. This field is mandatory.

Description - The description of the selected category code. This field is display only.

Begin Month - The age range begin month (i.e., 0-3 months, 4-5 months, etc.). For more information, please refer to the Maintain Age Ranges window. This field is mandatory.

End Month - The age range end month (i.e., 0-3 months, 4-5 months, etc.). For more information, please refer to: Maintain Age Ranges window. This field is display only.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.5 : Maintaining Container Types

Priority: Required

Window: Maintain Container Types

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window is used to enter and maintain the food container types.

Sort Criteria (Major to Minor): Container Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.5.1 : Maintain Container Types

Code	Description
1	BAG
2	CARTON
3	CAN
4	BOX
5	QUART
6	BOTTLE
8	BUCKET
9	DELI WRAP
10	BULK
23	PINT

Comment

Enter the code for the container type.
Record: 1/10 <OSC> <DBG>

Figure 29 - Maintain Container Types*Fields*

Code - The container type code to be entered by the user. This field is mandatory.

Description - The container type description is entered here by the user. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.6 : Maintaining Packages

Priority: Required

Window: Maintain Packages

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window is used to enter and maintain packaging for food, such as 6-Pack formula, block cheese, case formula.

Sort Criteria (Major to Minor): Container Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.6.1 : Maintain Packages

Code	Description
CASE-6	CASE OF 6
CASE-12	CASE OF 12
CASE-24	CASE OF 24
CASE-OTHER	CASE OF ODD NUMBER
4-PACK	4-PACK OF ITEM
6-PACK	6-PACK OF ITEM
8-PACK	8-PACK OF ITEM
SINGLE	INDIVIDUAL ITEM
BULK	BULK-SHIPED ITEM
BULK-CHEESE	BLOCK CHEESE

Comment

Enter the code for the package.
Record: 1/?

Figure 30 - Maintain Packages*Fields*

Code - The packaging code to be entered by the user. This field is mandatory.

Description - The packaging code description is entered here by the user. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.7 : Maintaining Food Groups

Priority: Required

Window: Maintain Food Groups

Report: No

FSRD Reference: FIP 13.1, 1.7, 1.2

Narrative:

This Window is used to enter and maintain the approved WIC foods in specific food groups used to build food packages. This window allows the user to set up the default distribution of foods in a food package. Enables the user to set up alternative foods, for foods that can be redeemed at alternate months. Also "or" foods that allow the participant to purchase one food "or" the other on the FI.

Sort Criteria (Major to Minor):

Food Item (ASC)

Food ID (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.7.1 : Maintain Food Groups

The screenshot shows the 'Arizona WIC Program - [Maintain Food Groups]' window. The menu bar includes File, Edit, Item, Record, Query, Window, and Help. The toolbar contains various icons for file operations and navigation. The main form area is titled 'Food Item' and contains the following fields and controls:

- Food Item:** A dropdown menu showing 'BEANS/PEAS/LENTILS'.
- Food:** A section containing:
 - Food ID:** A text field with '151'.
 - Food Description:** A text field with 'LB'.
 - Units; e.g., GAL, CAN, BTL, OZ:** A text field with 'LB'.
 - Item; e.g., MILK, SIMILAC, etc.:** A text field with 'DRIED BEANS/PEAS/LENTILS'.
 - Additional Description 1:** A text field.
 - Additional Description 2:** A text field.
 - Alternate Food ID:** A text field.
 - "OR" Food ID:** A text field with '150'.
 - Survey Equivalent:** A text field.
 - Unit Size:** A text field.
 - U/M:** A dropdown menu showing 'POUND'.
 - Container:** A dropdown menu showing 'BAG'.
 - Product:** A dropdown menu showing 'READY TO FEED'.
 - Casepack:** A text field.
 - Reorder Point:** A text field.
 - Package:** A dropdown menu showing 'NEW/OTHER PACKAGE'.
 - Manufacturer:** A text field.
- Checkboxes:**
 - ☒ Survey
 - ☐ Custom Package
 - ☐ Special Formula
 - ☐ Low Iron Formula
 - ☐ Lactose Free
 - ☐ Nutritionist Approval
 - ☐ Physicians Prescription
- Buttons:** Distribution, Notes, and a 'Notes' button.
- Conditional Period:** A text field.

At the bottom of the window, there is a status bar with the text 'Select a food group from the list of values or enter a new food group name.' and 'Record: 1/?'. There are also buttons for '<OSC>' and '<DBG>'.

Figure 31 - Maintain Food Groups

Fields

Food Item - The food items listed by Arizona WIC approved food groups. This field is mandatory. This item may be entered directly or selected from a list of values.

Food ID - The user specified identifier of WIC approved foods. This field is mandatory and can be selected from a list of values. For more information, refer to the Food Groups table.

Alternate Food ID - An alternate food ID that can be used in place of the main food. This food is issued on alternate months. This field is mandatory if the Food's Alternate flag is 'Y', otherwise, this field is optional. This field can be selected from a list of values. For more information, refer to the Food Groups table.

"OR" Food ID - A food ID that is always associated with the main food. Both foods are printed on food instruments. An example of this is juice. This field is optional and can be selected from a list of values. For more information, refer to the Food Groups table.

Survey Equivalent - The generic food item used to group specific vendor food price survey items. For example, the survey equivalent for Cheddar is Cheese. This field is only available if the survey check box is checked. This field is optional and can be selected from a list of values. For more information, refer to the Food Groups table.

Units(e.g. GAL, CAN, BTL, OZ) - The units of measure used for this food. This line is mandatory

Item(e.g. MILK, SIMILAC, etc) - The description of the food.

Additional Description (1-2) - Additional Description of the WIC approved food.

Unit Size - The allowable size of the food described. This field is mandatory.

U/M - The unit of measure that the food is issued in. This field is mandatory. This field can be selected from a list of values. For more information, refer to the unit of measure table.

Container - The packaging of the food described. This field is mandatory. This field can be selected from a list of values. For more information, refer to the container type table.

Product - A description of how the product is packaged; ready-to-feed, powdered, etc. This field is mandatory and defaults to 'Ready to Feed'. This field can be selected from a list of values. For more information, refer to the product types table.

Casepack - The number of units in a case. This applies to Special Formula. This field is grayed out.

Reorder Point - The point at which more food needs to be reordered. This applies to special formula. This field is grayed out.

Package - The type of packaging the food is sold as. This field is optional and can be selected from the list of values. For more information, refer to the Package table.

Manufacturer - The manufacturer of the food described. This field is optional. This field can be selected from a list of values. For more information, refer to the manufacturers information table in the Financial Management Module.

Conditional Period - This field is the conditional time period in days that a food package containing this food can be prescribed without approval. This field is enabled and mandatory if either the nutritionist approval or the physicians prescription check boxes have been checked. This field defaults to 30 days.

Check Box(es)

Survey - Clicking this check box signifies that this food is used on the Vendor price survey.

Custom Package - Clicking on this check box signifies that this food can be utilized in custom packages.

Special Formula - Clicking on this check box signifies that this food is a special (medically necessary) formula.

Lactose Free - Clicking on this check box signifies that the food is a lactose free product.

Low Iron Formula - Clicking on this check box indicates if the formula is low iron.

Nutritionist Approval - Clicking on this check box indicates that issuing the formula will require a Nutritionist's approval.

Physicians Prescription - Clicking on this check box Indicates that the formula can only be issued with a Physician's prescription.

Push Button(s)

Notes (Food Item) - Displays a food item notes pop-up where the user can enter or display any comments for the food item.

Distribution - Displays a distribution pop-up for setting up the default food distributions for FI's.

Notes (Food) - Displays a food note pop-up to display or modify/add comments about the food.

Calculations

None

Background Processes

While building a standard food package in the Maintain Food Packages screen, or a custom food package in the Food Package Prescription screen in the Enrollment and Certification Module the system performs the following maximum food processing.

As foods and quantities of foods are added to the food package the system performs a preliminary maximum food check, if the quantity of a food in the food package exceeds the quantity defined in the Maintaining Maximum Foods screen, section 4 - 2.1.9, then the quantity is not allowed.

Before the food package is saved an additional maximum food check is performed that accumulates the percentage of the maximum for each food within each food group. If the accumulated percentage is greater than 100 then the food package would not be allowed to be saved.

For example, if a food package is built with the following foods and quantities the system would allow the food package to be created.

				Percent	
<u>age</u>					
Quantity	Food Group	Food	Maximum	of	
			<u>Maximum</u>		
3	DAIRY	391	1LB Cheese		933%
18	DAIRY	302	QT. Milk		2864%
				Total:	97%

If a food package is built with the following foods and quantities the system would NOT allow the food package to be created.

				<u>Percent</u>	
<u>age</u>					
Quantity	Food Group	Food	Maximum	of	
			<u>Maximum</u>		
6	DAIRY	391	1LB Cheese	9	66 %
7	DAIRY	302	QT. Milk	28	25 %
2	DAIRY	300	½ Gal. Milk	14	14 %
				Total:	105 %

If a food package is built with the following formulas and quantities the system would NOT allow the food package to be created.

				<u>Percent</u>	
<u>age</u>					
Qty	Food Group	Food	Maximum	of	
			<u>Maximum</u>		
31	DAIRY	420	CAN (YELLOW CAN) 13 OZ EACH	31	100%
			LIQUID CONCENTRATE:		
			ENFAMIL WITH IRON		
25	DAIRY	427	CAN (BLUE CAN) 32 OZ EACH	25	100 %
			READY-TO-USE FORMULA:		
			ENFAMIL PROSOBEE		
				Total:	200%

Section 4 - 2.1.7.2 : Maintain Food Groups (Notes Push Button 1 of 3)

Arizona WIC Program - [Maintain Food Groups]

File Edit Item Record Query Window Help

Food Item: BEANS/PEAS/LENTILS

Food ID: 151

Food Description: BEANS/PEAS/LENTILS

Units: e.g., GAL, CAN, BTL, OZ LB

Item: e.g., MIL MIL

Food Notes

Comment

OK

Unit Size: 1

Product: READY TO FEED

Casepack:

Reorder Point:

Package: NEW/OTHER PACKAGE

Manufacturer:

Enter comments about the food item.

Record: 1/?

Figure 32 - Maintain Food Groups (Notes Push Button 1 of 3)*Fields*

Comment - The user definable comment regarding the food items. This field is optional.

Push Button(s)

OK - Closes the food item Notes pop-up and returns the user to the Maintain Food Group window.

Calculations

None

Background Processes

None

Section 4 - 2.1.7.3 : Maintain Food Groups (Distribution Push Button 2 of 3)

Package Size	FI Sequence #	Percentage
1	1	100
2	1	50
2	2	50
3	1	34
3	2	33
3	3	33
4	1	25
4	2	25

Figure 33 - Maintain Food Groups (Distribution Push Button 2 of 3)

Fields

Package Size - The number of food instruments in the food package. This field is display only.

FI Sequence # - The food instrument on which the food item is to be placed (in the sequence of FI's for the entire food package). This field is display only.

Percentage - The percent of food on each FI type for a particular number of FI's in a food package. This field is mandatory.

Push Button(s)

OK - Closes the Food Distribution pop-up window and returns user to Maintain Food Groups.

Calculations

None

Background Processes

The range of the Number of FI's field is 1 to the Financial Static Factor 'Max # of Instruments'. The Percentage field defaults to an even distribution across all FI's and the total percentages must add to 100; i.e., for 4 FI's the percentage defaults to 25, in the case of 3 FI's the percentages default to 34, 33, 33. The distribution percentages are accessed when building a food package to distribute the food across the number of FI's in the food package. If a food package contains a food with a quantity that is not adequate to fulfill the defined distribution the system loads the foods from the last FI to the first FI.

For example, the following scenarios use a food called 'Gallon Milk' with the same distribution information as displayed in the above figure.

A food package composed of 3 FI's containing 6 Gallons of Milk will be distributed as follows:

The distribution information for 3 FI's (34,33,33) is accessed and the quantities are set to 2,2,2 for the FI's.

<u>FI</u>	<u>Qty</u>	<u>Food</u>
1	2	Gallon(s) Milk
2	2	Gallon(s) Milk
3	2	Gallon(s) Milk

A food package composed of 3 FI's containing 2 Gallons of Milk will be distributed as follows:

The distribution information for 3 FI's (34,33,33) is accessed and the quantities are set to 0,1,1 for the FI's.

<u>FI</u>	<u>Qty</u>	<u>Food</u>
1	0	Gallon(s) Milk (This food is not printed on this FI)
2	1	Gallon(s) Milk
3	1	Gallon(s) Milk

Section 4 - 2.1.7.4 : Maintain Food Groups (Notes Push Button 3 of 3)

Arizona WIC Program - [Maintain Food Groups]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0716

Food Item

Food Item: **Food Item Notes**

Food ID: 151

Units; e.g., GA

Item; e.g., MIL

Addition

Addition

OK

Alternate Food ID:

"OR" Food ID: 150

Survey Equivalent:

Conditional Period:

Unit Size:

U/M: POUND

Container: BAG

Product: READY TO FEED

Casepack:

Reorder Point:

Package: NEW/OTHER PACKAGE

Manufacturer:

Enter comments about the food group.

Record: 1/?

<OSC> <DBG>

Figure 34 - Maintain Food Groups (Notes Push Button 3 of 3)

Fields

Comment - The user definable comment regarding the food notes. This field is optional.

Push Buttons

OK - Closes the Food Notes window and returns the user to the Maintain Food Groups window.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.8 : Maintaining Maximum Foods

Priority: Required

Window: Maintain Maximum Foods

Report: No

FSRD Reference: FIP 1.3, 1.2, 13.1

Narrative:

This Window is used to determine the maximum amount of food in a food package that a participant is eligible to receive.

Sort Criteria (Major to Minor): Food Item Description (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.8.1 : Maintain Maximum Foods

Category Group
 Category: 1 YEAR OLD CHILD Begin Month: 12 End Month: 23

Maximum Food

Food Item	Quantity	Unit Size	Unit Of Measure	Container	Product Type
MAXAMUM XP CAN (454 GM EACH) PC	8	454	GRAM	CAN	POWDERED
PKU 3 CAN (500 GM EACH) POWDERED	8	500	GRAM	CAN	POWDERED
BOOST HIGH PROTEIN CAN (32 OZ EAC)	28	32	OUNCE, FLUID C	CAN	READY TO FEED
BOOST HIGH PROTEIN CAN (8 OZ EAC)	113	8	OUNCE, FLUID C	CAN	READY TO FEED
BOOST HIGH PROTEIN CAN (1 LB EAC)	8	1	POUND	CAN	POWDERED
BOOST PLUS CAN (8 OZ EACH) READ	113	8	OUNCE, FLUID C	CAN	READY TO FEED
LACTOSE FREE CAN (14 OZ EACH) PC	10	14	OUNCE, FLUID C	CAN	POWDERED
NEOSURE BTL (4 OZ EACH) READY-TO	227	4	OUNCE, FLUID C	BOTTLE	READY TO FEED

Comment:

Select the category group from the list of values.
 Record: 1/? <OSC> <DBG>

Figure 35 - Maintain Maximum Foods

Fields

Category - The participant classification is selected from the list of values. The list of values selected populates the category, begin month and end month. This field is mandatory.

Begin Month - The age range begin month (i.e., 0-11 months, 12-23 months, etc.). This field is display only.

End Month - The age range end month (i.e., 0-11 months, 12-23 months, etc.). This field is display only.

Food Item - Clicking on the list of values button allows the user to select the food item. For more information, please refer to the Maintain Food Items window. This field is mandatory.

Quantity - The quantity of food for this food item is entered. This serves as the maximum allowed for this food item in a food package for the item category group. This field is mandatory.

Unit Size - The number of units of the food group selected. This field is display only.

Unit of Measure - The unit of measure for the food group selected. For more information, please refer to the Maintain Units of Measure window. This field is display only.

Container - The container type of the food item selected. This field is display only.

Product Type - How the product is packaged. For more information, please refer to the Maintain Product Types window. This field is optional.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.9 : Maintaining Product Types

Priority: Required

Window: Maintain Product Types

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window is used to enter and maintain the product food types.

Sort Criteria (Major to Minor): Product Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.9.1 : Maintain Product Types

Arizona WIC Program - [Maintain Product Types]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0716

Code	Description
1	POWDERED
2	CONDENSED
3	READY TO FEED
4	CONCENTRATE
5	COMBINATION

Comment

Enter the code for the product type.

Record: 1/5

<OSC> <DBG>

Figure 36 - Maintain Product Types

Fields

Code - The product type code is created here. This field is mandatory.

Description - The product type description is created here by the user. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.10 : Maintaining Late Pickup Standards

Priority: Required

Window: Maintain Late Pickup Standards

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window allows the State Agency Administrator to assign late pickup standards to food instrument issuance when participants are late for their pick-up. The basis for this is to issue reduced quantity food packages prescribed when the state is close to its maximum food grant allocation or when participants come in late for food instrument pick up. This feature can be turned on or off depending upon state policy by setting the “Pick Up Flag” in the static factors window in the Financial Management Module.

Sort Criteria (Major to Minor): Number of FI's (ASC)
Category Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.10.1 : Maintain Late Pickup Standards

Arizona WIC Program - [Maintain Late Pickup Standards]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0716

No of Instruments

No. Of Instruments: 1

Late Pickups

Category Code	Description	Formula Flag	Minimum Days Late	Maximum Days Late	Late Pick Up No. of Instruments
C1	1 YEAR OLD CHILD	<input type="checkbox"/>	1	30	1
C1	1 YEAR OLD CHILD	<input checked="" type="checkbox"/>	1	30	1
C2	2 YEAR OLD CHILD	<input type="checkbox"/>	1	30	0
C2	2 YEAR OLD CHILD	<input checked="" type="checkbox"/>	1	30	0
C3	3 YEAR OLD CHILD	<input type="checkbox"/>	1	30	0

Comment

Select the number of food instruments to be prorated from the list of values.
Record: 1/1 List of Values <OSC> <DBG>

Figure 37 - Maintain Late Pickup Standards

Fields

No. of Instruments - The number of food instruments in the food package issued. This field is mandatory and is populated when the 'Max # of Instruments' Financial Static Factor is set. The range of values is set to 1 to 'Max # of Instruments'.

Category Code - The participant category code which is assigned to each participant based upon their age and status (i.e., woman, postpartum) is selected from the list of values. This field is mandatory. For more information see the category table in Certification and Enrollment.

Description - The description of the category is displayed. This field is display only.

Minimum Days Late - Minimum days late; the days after the "first date to use" on the beginning food instrument from which the reduction calculation begins. This field is mandatory.

Maximum Days Late - Maximum days late; the number of days after the "first date to use" which concludes this late pickup period. This field is mandatory.

Late Pickup No. of Instruments - The number of food instruments remaining in the food package to be issued. This field is mandatory.

Comment - The description or comment assigned to this late pickup assignment. This field is optional.

Check Box(es)

Formula Flag - This field allows the differentiation of food instruments which contain formula, and allows different late pickup rules to be defined for food packages containing formula.

Calculations

None

Background Processes

If the 'Pick Up Flag' Financial Static Factor is set to Yes then the late pickup rules defined here will be used. The remaining number of FI's defined by the 'Late Pickup No of Instruments' field are produced for food packages that are picked up during the 'days late' range defined by the Minimum and Maximum Days Late fields. The FI's that are not printed when late pickup is in effect are the first FI's, see the Food Distribution window in the Food Groups function for more information.

Food Instruments

Section 4 - 2.1.11 : Maintaining Standard Food Packages

Priority: Required

Window: Maintain Standard Food Packages

Report: No

FSRD Reference: FIP 1.1, 1.4, 1.5, 3.1

Narrative:

This Window is used to build and maintain the contents of standard food packages. The user can assign effective dates for the food package, assign the food package to different category / age groups and establish the distribution of food items on the FI's. The user can also assign risk factors to the food package so that the food package will be a recommended food package for participants with the specified risk factor.

Sort Criteria (Major to Minor): None

Data Current As Of: Current Date

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.11.1 : Maintain Standard Food Packages

Food Package

ID: AA000003 Description: PEDIASURE/POLYCOSE Number of FI's: 6

Effective Dates
Start: 03/28/2001 End: 03/28/2020 ☐ Active?

Comment: this was created as requested by marana on 3/28/01

Risk Factors
Create Duplicate
Package Assignments

Food Package Foods

Food	Unit Size	Measure	Container	Product	Qty.	Alternate?	Use
CEREAL (NOT INFANT) OZ (UP)	36	OUNCE, FLUI	BOX	READY TO FI	1	<input type="checkbox"/>	Distribute
JUICE CAN (12 OZ FROZEN) VMK	12	OUNCE, FLUI	CAN	CONCENTRA	3	<input type="checkbox"/>	Distribute
JUICE CAN (46 OZ) VMK APPRO	46	OUNCE, FLUI	CAN	READY TO FI	3	<input type="checkbox"/>	Distribute
PEDIASURE, ANY FLAVOR CAN	8	OUNCE, FLUI	CAN	READY TO FI	96	<input type="checkbox"/>	Distribute
POLYCOSE CAN (12.3 OZ EACH)	12.3	OUNCE, FLUI	CAN	POWDERED	3	<input type="checkbox"/>	Distribute

Food package ID is system generated. Tab out of this field or select a food package id from the list of values to view.
Record: 1/? <OSC> <DBG>

Figure 38 - Maintain Standard Food Packages

Fields

ID - The identification code for the standard food package is user entered. This field is mandatory.

Description - The description for the standard food package is entered here. This field is mandatory.

Number of FI's - The number of food instruments the package is to be split into. This field is mandatory.

Effective Dates - Start - If the Active check box is checked, this date is the date that this food package can start to be prescribed to participants. This field is mandatory.

Effective Dates - End - If the Active check box is checked, this date is the date that this food package can no longer be prescribed to participants. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Food - Clicking on the list of values button allows the user to select foods. For more information, please refer to the Maintain Food Groups window.

Unit Size - The size of the unit for the food selected is shown here. This field is display only.

Unit of Measure - The unit of measure for the food is shown here. This field is display only.

Container - The description of the container the food comes in is shown here. This field is display only.

Product - The form that the food sold in is shown here. This field is display only.

Qty. - The quantity of food desired is entered here. This field is mandatory. The quantity entered cannot exceed the maximum foods defined in the Maximum Foods window. If the quantity exceeds this limit an error message is displayed to the user.

Check Box(es)

Active? - This box is checked if the package can be prescribed to participants.

Use Alternate? - This box is checked if the alternate food is to be included on food instruments in the package.

Push Button(s)

Risk Factors - This button allows the user to designate which risk factors are assigned to this food package.

Create Duplicate - This button allows the user to duplicate the current package to use as the basis for a new standard package.

Package Assignments - This button allows the user to assign the package to the appropriate category/age range.

Distribute - This button allows the user to change the distribution of food across the food instruments.

Calculations

None

Note:

- 1- If the user tries to activate a package that has 'Effective End Date' in the past, the following error message will appear:

'Food Package cannot be 'Active', when the 'Effective End Date' is in the past.'

- 2- If the food package is 'Active', and user enters a date in the past for the 'Effective End Date', the following error message will appear:

'Effective End Date' must be equal or greater than today's date for the 'Active' Food Packages.

Background Processes

Processing is done to check against the maximum food quantities allowed for food items by accessing the Maximum Foods table. Cross food maximum quantities for milk and cheeses are also performed. If a food has exceeded the maximum food quantity a message is displayed to the user and the user is not allowed to save the food package until corrected. During the save process the system searches the database to utilize existing FI types, if no matches are found the system creates the new FI types.

When creating a new food package the system checks for an existing Active Food Package with the same contents and distribution, if one exists then an error is displayed and the creation of the food package is not allowed.

Once a food package has been created, flagged as active and distributed to the Local Agency databases the only fields that are allowed to be edited are Description, Comment, Active Flag and Effective Dates, and the risk factors.

Section 4 - 2.1.11.2 : Maintain Standard Food Packages (Risk Factors Push Button)

The screenshot displays the 'Arizona WIC Program - [Maintain Standard Food Packages]' window. The main area is titled 'Food Package Risk Factors'. It features a table with the following columns: Risk, Description, and Cat. Below the table are 'OK' and 'Cancel' buttons. On the right side, there are buttons for 'Factors', 'Duplicate', 'Assignments', and a list of 'Distribute' buttons. The bottom status bar shows 'Record: 1/1' and 'List of Values'.

Risk	Description	Cat.
8	OUNCE, FLUID	CAN
12.3	OUNCE, FLUID	CAN

Figure 39 - Maintain Standard Food Packages (Risk Factors Push Button)

Fields

Risk Factor - The risk factor assigned to the standard food package. This field is mandatory. This field can be selected from the list of values. For more information see the risk factors table in the Certification and Enrollment module.

Description - The description of the risk factor. This field is display only.

Cat. - The WIC eligibility category. This field is display only. This field is filled from the selected risk factor.

Push Button(s)

OK - Clicking this button closes the Food Package Risk Factors window and returns the user to the Maintain Standard Food Package.

Cancel - Clicking this button cancels the operation, closes the Food Package Risk Factors window, and returns the user to the Maintain Standard Food Package window.

Calculations

None

Background Processes

The risk factors entered on this pop up are used to determine the suggested food packages on the Food Package Prescription window in the Certification and Enrollment module.

Section 4 - 2.1.11.3 : Maintain Standard Food Packages (Package Assignments Push Button)

Category	Begin Month	End Month	Primary Standard	Eligible for Package?	Enable for Package?
C1 1 YEAR OLD CHILD	12	23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 2 YEAR OLD CHILD	24	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 3 YEAR OLD CHILD	36	47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 4 YEAR OLD CHILD	48	59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EN WOMAN, BREASTFEEDING, N	108	720	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EN INFANT, BREASTFEEDING, NO	0	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EN INFANT, BREASTFEEDING, NO	6	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FF INFANT, ALL FORMULA	0	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FF INFANT, ALL FORMULA	6	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PN INFANT, BREASTFEEDING, PA	0	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 40 - Maintain Standard Food Packages (Package Assignments Push Button)

Fields

Category - The category of the category group the package may be assigned to. This field is display only.

Begin Month - The beginning month of the category group the package may be assigned to. This field is display only.

End Month - The ending month of the category group the package may be assigned to. This field is display only.

Check Box(es)

Primary Standard - Checking this box makes the current package the primary standard for the category group.

Eligible for Package? - This field indicates whether the package can be assigned to the category group. This field is display only.

Enable for Package ? - Checking this box assigns the current package to the category group.

Push Button(s)

OK - Clicking this button closes the Package Assignments window, saves all settings, and returns the user to the Maintain Standard Food Package window.

Calculations

None

Background Processes

The user is allowed to assign a food package to be the primary standard package for multiple category groups.

Section 4 - 2.1.11.4 : Maintain Standard Food Packages (Distribute Push Button)

Arizona WIC Program - [Maintain Standard Food Packages]

File Edit Item Record Query Window Help

2.0.07a|Aimno|0716

Food Package

ID: AA000003

Food Distribution - CEREAL (NOT INFANT) OZ (UP TO 36 OZ) ... Fls

Enter distribution for 1 units of CEREAL (NOT INFANT) OZ (UP TO 36 OZ) \

Food Instrument

	1	2	3	4	5
Percentage:	0	0	0	0	0
Amount:	0	0	0	0	0

OK Apply Cancel

Food

CEREAL (NOT INFANT) OZ (UP TO 36 OZ)	8	OUNCE, FLUID	CAN	READY TO F	86	<input type="checkbox"/>	Distribute
JUICE CAN (12 OZ)	12.3	OUNCE, FLUID	CAN	POWDERED	3	<input type="checkbox"/>	Distribute

Enter the percentage of the food item to be placed on this food instrument.

Record: 1/?

<OSC> <DBG>

Figure 41 - Maintain Standard Food Packages (Distribute Push Button)

Fields

Percentage - The percentage of the food to place on each FI. This field is mandatory and defaults from the distribution entered on the Food Groups window.

Amount - The amount (as determined from the percentage) of the food to be placed on each FI. This field is display only.

Push Button(s)

OK - Closes the window and returns to the parent window. Data is stored temporarily until the record is committed to the database by the user.

Apply - Applies the percentages entered and determines the Amount fields, but does not close the pop-up. Used to verify the amounts to be distributed as desired.

Cancel - Closes the window and returns to the Maintain Standard Food Package window. User input in the window is discarded.

Calculations

None

Background Processes

Based on the percentage entered in the percentage field, the amount of the food item is placed on the FI's by percentage. If values are not equally divided by the percentage, the system places the extra items on the last FI's. For more information on Distribution see the Maintain Food Groups table.

Food Instruments

Section 4 - 2.1.12 : Maintaining Units of Measure

Priority: Required

Window: Maintain Units of Measure

Report: Yes

FSRD Reference: FIP 13.1

Narrative:

This Window is used to enter and maintain the units of measure.

Sort Criteria (Major to Minor): Unit of Measure Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.12.1 : Maintain Units of Measure

Code	Description
CDOZ	COUNT DOZEN
CEA	COUNT EACH
GAL	GALLON
GM	GRAM
HGAL	HALF GALLON
ISRV	INDIVIDUAL SERVING
KG	KILOGRAM
LB	POUND
LIT	LITER
MGM	MILLIGRAM

Comment

Enter the code for the unit of measure.
Record: 1/?

Figure 42 - Maintain Units of Measure*Fields*

Code - The code for the unit of measure created by the user. This field is mandatory.

Description - The units of measure description created here by the user. This field is mandatory

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.13 : Maintaining Disposition Types

Priority: Required

Window: Maintain Disposition Types

Report: Yes

FSRD Reference: FIP 13.2

Narrative:

This Window is used to enter and maintain the food instrument disposition types.

Sort Criteria (Major to Minor): Disposition Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.13.1 : Maintain Disposition Types

Arizona WIC Program - [Maintain Disposition Types]

File Edit Item Record Query Window Help

2.0.07a|Azts|0716

Code	Description
1	PRINTED, NOT ISSUED
2	ISSUED, NOT CASHED
3	VOIDED
4	REDEEMED
5	REJECTED
6	REPLACED 2ND DEPOSIT

Comment

Enter the code for the disposition type.
Record: 1/6 <OSC> <DBG>

Figure 43 - Maintain Disposition Types*Fields*

Code - The disposition code created by the user. This field is mandatory.

Description - The disposition description of food instruments is created here by the user. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.14 : Maintaining Bank Disposition Codes

Priority: Required

Window: Maintain Bank Disposition Codes

Report: No

FSRD Reference: FIP 13.2

Narrative:

This window is used to enter and maintain Food Instrument Bank Disposition codes.

Sort Criteria (Major to Minor): None

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.14.1 : Maintain Bank Disposition Codes

Code	Description
W	PAID/MISSING ISSUANCE
X	PAID/NORMAL
Y	FSMC OVERRIDE/CB
Z	ARIZONA OVERRIDE/2ND LEVEL

Comments

Enter the Bank Disposition Code.
Record: 1/4 <OSC> <DBG>

Figure 44 - Maintain Bank Disposition Codes*Fields*

Code - The bank disposition code created by the user. This field is mandatory.

Description - The bank disposition description created by the user. This field is mandatory.

Comments - The user may provide any comments or remarks. This field is optional.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.15 : Maintaining FI Reject Reasons

Priority: Required

Window: Maintain FI Reject Reasons

Report: No

FSRD Reference: FIP 13.2

Narrative:

This Window is used to enter and maintain the food instrument rejection reasons passed to the system by the fiscal intermediary.

Sort Criteria (Major to Minor): Reject Reason Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.15.1 : Maintain FI Reject Reasons

Code	Description	Revalidation
A	ALTERED/VOID	<input checked="" type="checkbox"/>
B	DATE OF USE/REDEEMED EARLY/VOID	<input type="checkbox"/>
C	DATE OF USE INVALID/VOID	<input type="checkbox"/>
D	MISSING CLINIC SIGNATURE/VOID	<input type="checkbox"/>
E	INVALID VENDOR NUMBER	<input checked="" type="checkbox"/>
F	DEPOSITED TOO LATE/VOID	<input type="checkbox"/>
G	ALTERED \$ AMOUNT/VOID	<input checked="" type="checkbox"/>
H	OVER MAXIMUM \$ AMOUNT/VOID	<input type="checkbox"/>
I	EXCEED AMOUNT FOR FI TYPE/VOID	<input type="checkbox"/>
J	DATE OF USE MISSING/VOID	<input type="checkbox"/>

Comment

Enter the code for reject reason.
Record: 1/?

Figure 45 - Maintain FI Reject Reasons

Fields

Code - The FI rejection reason codes are created here by the user. This field is mandatory.

Description - The FI rejection reason descriptions are created here by the user. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Check Box(es)

[CO 28]

Revalidation - This box is checked if the food instrument can be revalidated after having been rejected for this reason. [END CO 28]

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 2.1.16 : Maintaining FI Void Reasons

Priority: Requested

Window: Maintain FI Void Reasons

Report: No

FSRD Reference: FIP 13.2

Narrative:

This Window is used to enter and maintain food instrument void reasons. The user can also indicate which reason will rescind or stop payment by the bank. This window also provides the user the ability to indicate if an FI can be reissued using a certain void reason.

Sort Criteria (Major to Minor): Void Reason Code (ASC)

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 2.1.16.1 : Maintain FI Void Reasons

Code	Description	Stop Pay	Reissue
A	DAMAGED, UNISSUED	<input type="checkbox"/>	<input type="checkbox"/>
B	LOST OR STOLEN	<input type="checkbox"/>	<input type="checkbox"/>
C	NO-SHOW/UNCLAIMED	<input type="checkbox"/>	<input type="checkbox"/>
D	REPLACED/FOOD PACKAGE CHG	<input type="checkbox"/>	<input type="checkbox"/>
E	RETURNED BY CLIENT/UNUSED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F	PRINTED/NOT ISSUED	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G	MISPRINTED TEXT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
H	TERMINATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I	CATEGORIC INELIGIBILITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J	LATE PICKUP/REDUCED FOOD PACKAGE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comment

Enter the code for the void reason.
Record: 1/?

<OSC> <DBG>

Figure 46 - Maintain FI Void Reasons

Fields

Code - The code for the void reason created by the user. This field is mandatory.

Description - The description of the reason for voiding a food instrument are created here by the user. This field is mandatory.

Comment - The user may provide any comments or remarks. This field is optional.

Check Box(es)

Stop Pay - The user can check this box if the void reason requires that payment be stopped for the FI.

Reissue - The user can check this box if the void reason permits re-issuance of the FI.

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 3 : Outputs

Section 4 - 3.1 : Reports

Section 4 - 3.1.1 :Producing Active Food Package Listing

Priority: Requested

Window: Active Food Package Listing

Report: Yes

Narrative:

This report provides a list of all active food packages in AIM.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.1.1 : Active Food Package Listing Criteria

IR_FP_LIST: Runtime Parameter Form

File Edit View Help

Output Device: Preview

Filename:

Number of Copies: 1

Figure 47 – Active Food Package Listing Criteria*Fields*

Output Device -The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.1.2 : Active Food Package Listing**Report: IR_FP_LISTING**
Report Date: MM/DD/YYYY**Arizona WIC Program**
Food Package Listing**Report No: IR4245**
Page: NNN

Food Pkg ID	Description	Categories
XXNNNNNN	XXXXXXXXXXXXXXXX	XXX,XXX,XX,XX
XXNNNNNN	XXXXXXXXXXXXXXXX	XXX,XXX,XX,XX

Figure 48 – Active Food Package Listing**Sort Criteria (Major to Minor):** Food Package Description (ASC)*Calculations**Background Processes*

This report lists all food packages in the i_food_packages table where the active_pkg_flag = 'Y'

Section 4 - 3.1.2 : Producing Daily FI Bank Input**Priority:** Requested**Window:** Daily FI Bank Input**Report:** Yes**FSRD Reference:** FIP 14.1**Narrative:**

This report provides summary information on FI's activity sent to the bank on a daily basis. The report provides the FI status, total FIs generated, total FIs posted and sent to the bank, and the total FI's not posted.

Data Current As Of: Run Time**Frequency:** On Demand (Daily)**Role(s):** Food Instruments

Section 4 - 3.1.2.1 : Daily FI Bank Input Criteria**Figure 49 - Daily FI Bank Input Criteria***Fields*

Output Device -The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.2.2 : Daily FI Bank Input

Report Name: IR_DAILY_BANK_INPUT
 Report Date: MM/DD/YYYY

Report No. IR4105
 Page: ZZZ9

**Arizona WIC Program
 Daily FI Bank Input**

FI Disposition	Total FIs Generated	Total # of FI's Posted & Sent to Bank	Total # of FI's Not Posted
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Totals	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Figure 50 - Daily FI Bank Input

Sort Criteria (Major to Minor): Disposition Description (ASC)

Calculations

Total # of FI's Generated - COUNT(FIs Generated with a serial number)

Total # of FI's Posted & Sent To Bank - COUNT(FI_Posted) - Posted FI's are those that have been obligated to the system through the end of day process.

Total # of FI's Not Posted - COUNT(FI_Not_Posted) - FI's not posted are Unissued Voids and those produced through the Batch Issue function and have not been recorded in the Batch FI Pickup function.

Background Processes

None.

Food Instruments

Section 4 - 3.1.3 : Daily FI Reconciliation

Priority: Requested

Window: Daily FI Reconciliation

Report: Yes

FSRD Reference: FIP 14.1

Narrative:

This report summarizes all FI inputs from the bank and how they were reconciled.

Data Current As Of: Run Time

Frequency: Daily

Role(s): Food Instruments

Section 4 - 3.1.3.1 : Daily FI Reconciliation Criteria

ir_daily_fi_reconcil: Runtime Parameter Form

File Edit View Help

Output Device: PREVIEW

Filename:

Number of Copies: 1

Report Type: ALL
EXCEPTIONS

Figure 51 - Daily FI Reconciliation Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Report Type - The user may select (from a drop down list) ALL or EXCEPTIONS.

Note: Records are considered as 'Exceptions', when the 'Error/Warning Messages' are not in the following groups:

- 1- NORMAL POSTING
- 2- DUPLICATE DRAFT, NO POST NECESSARY
- 3- THIS CHECK IS RECEIVED FROM BANK

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.3.2 : Daily FI Reconciliation

Report Name: IR_DAILY_FI_RECONCIL

Report Date: MM/DD/YYYY HH:MI:SS AM

Report No. IR4110

Database: XXXXXXXX

User: XXXXXXXX

Page ZZZ9 of ZZZ9

Arizona WIC Program
Daily FI Bank Reconciliation
Report Type: XXXXXXXX

Local Agency: XX XXXXXXXXXXXX

<u>FI Number</u>	<u>Issue</u> <u>Method</u>	<u>Disposition</u>	<u>Paid FI</u> <u>Amount</u>	<u>Requested</u> <u>FI Amount</u>	<u>Replaced FI</u> <u>Amount</u>	<u>Error/Warning</u> <u>Message</u>
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXX
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXX
<u>Total FI's Paid</u>		<u>Count</u>	<u>Paid</u>	<u>Total FI's Not Paid</u>	<u>Count</u>	<u>Rejected</u>
Batch:		XXXXXX	XXXXXX	(Reject Reason) X:	XXXXXX	XXXXXX
On Demand:		XXXXXX	XXXXXX	(Reject Reason) X:	XXXXXX	XXXXXX
Grand Total:		XXXXXX	XXXXXX	Grand Total:	XXXXXX	XXXXXX

Figure 52 - Daily FI Reconciliation**Sort Criteria (Major to Minor):** LA Postings ID (ASC), Disposition Code*Calculations***Count(Total FI's Paid)** - Count(FI's paid that were produced using the function indicated, On-Demand, Batch)**Paid** - Sum(Dollar Amount of FI's Paid that were produced using the function indicated, On-Demand, Batch)**Count(Total FI's Not Paid)** - Count(FI's Rejected by reject reason)**Rejected** - Sum(Requested Amount of FI's Rejected by reject reason)**Grand Total(Total FI's Paid - Count)** - Count(paid FI's that were produced by the Batch and the On-Demand functions).**Grand Total(Total FI's Paid - Paid)** - Sum(Paid amount of FI's produced by the Batch and the On-Demand functions).**Grand Total(Total FI's Not Paid - Count)** - Count(Rejected FI's of all Reject Reasons)**Grand Total(Total FI's Not Paid - Rejected)** - Sum(Requested Amount of FI's of all Rejected Reasons)*Background Processes*

This report summarizes the banking activity from the previous night's End of Day process. EOD will leave Data in the I_BANK_REPORT_RECON Table for 48 hours to ensure that the State has enough time to review the data selected by the report.

Food Instruments

Section 4 - 3.1.4 : Producing Daily LA Postings

Priority: Requested

Window: Daily LA Postings

Report: Yes

FSRD Reference: FIP 14.1

Narrative:

This report provides summary information about local agency issuances on a daily basis.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.4.1 : Daily LA Postings Criteria

IR_DAILY_LA_POSTINGS: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: DAILY LA POSTINGS

Output Device: PREVIEW

Filename:

Number of Copies: 1

Figure 53 - Daily LA Postings*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.4.2 : Daily LA Posting

Report Name: IR_DAILY_LA_POSTINGS
 Report Date: MM/DD/YYYY

Report No: IR4115
 Page: ZZZ9

**Arizona WIC Program
 Daily LA Postings**

Local Agency: XX XXXXXXXXXXXXXXXXXXXX

Clinic: XX XXXXXXXXXXXXXXXXXXXX

<u>FI Number</u>	<u>Cleared Date</u>	<u>Disposition</u>	<u>Error/Waming Message</u>
XXXXXXXXXX	MM/DD/YYYY	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX	MM/DD/YYYY	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX	MM/DD/YYYY	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX

Clinic Totals:	<u>Disposition</u>	<u>Error/Waming Message</u>	<u>FI Count</u>
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
Local Agency Totals:	<u>Disposition</u>	<u>Error/Waming Message</u>	<u>FI Count</u>
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
State Agency Totals:	<u>Disposition</u>	<u>Error/Waming Message</u>	<u>FI Count</u>
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9

Figure 54 - Daily LA Postings

Sort Criteria (Major to Minor): Organizational Unit Org. Code (ASC), Disposition Code

Calculations

FI Count - Count(FI's by Disposition)

Background Processes

None.

Food Instruments

Section 4 - 3.1.5 : Daily Food Instrument Log

Priority: Requested

Window: Daily Food Instrument Log

Report: Yes

FSRD Reference: FIP 14.2

Narrative:

This report can be run on demand for a clinic. It reports each food instrument issued and each participant whom the food instrument has been issued to, along with the food package and FI type to which the Food Instrument belongs.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.5.1 : Daily Food Instrument Log Criteria

IR_DAILY_FL_LOG: Runtime Parameter Form

File Edit View Help

Arizona Department of Health
WIC System
Report: DAILY FOOD INSTRUMENT LOG

Output Device: PREVIEW

Filename:

Number of Copies: 1

Issue Date:

Figure 55 - Daily Food Instrument Log Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Issue Date - The date on which the Food instruments reported on were issued.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.5.2 : Daily Food Instrument Log

Report Name: IR_DAILY_LOG
Report Date: MM/DD/YYYY

Report No. IR4205
Page: ZZZ9

Arizona WIC Program
Daily Food Instrument Log
Issue Date: MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXX

Clinic: XX XXXXXXXXXXXX

<u>FI Number</u>	<u>Client ID</u>	<u>Food Package</u>	<u>FI Type</u>	<u>Last Day to Use</u>
XXXXXXXX	XXXXXXXX	XXXXXX	XXXXXXXX	MM/DD/YYYY
XXXXXXXX	XXXXXXXX	XXXXXX	XXXXXXXX	MM/DD/YYYY
XXXXXXXX	XXXXXXXX	XXXXXX	XXXXXXXX	MM/DD/YYYY

Figure 56 - Daily Food Instrument Log**Sort Criteria (Major to Minor):**

Organizational Unit Org. Code (LA) (ASC)

Organizational Unit Org. Code (CLINIC) (ASC)

Participant ID (ASC)

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 3.1.6 : Food Instrument Issuance

Priority: Requested

Window: Food Instrument Issuance

Report: Yes

FSRD Reference: FIP 14.2, FIP8.1

Narrative:

This report can be run for a single or all dispositions of issuances, and for a single or all local agencies or by a specific clinic. It reports on the food instruments issued, the participants they were issued to, the associated food package type, and food instrument count, and the disposition of the issuances. The FI Issuance allows the users to select the report by a specific clinic.

There is also a field on the parameter screen for the user to choose whether they would like the report based on Issue date or Void date of the FI's requested by date range. In order to more easily reconcile voided FI's in the clinics, the FI Issuance Report prints out FI's that are voided manually and not the ones automatically voided by End of Day for being stale dated. There is a parameter on the to select the report output by "Issue Date", "Voided – Manual", "System Void Date".

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.6.1 : Food Instrument Issuance Criteria (1 of 2)

Arizona Department of Health
WIC System
Report: FOOD INSTRUMENT ISSUANCE

Output Device: PREVIEW
Filename:
Number of Copies: 1

(Press Next for page two.)

Figure 57 - Food Instrument Issuance Criteria (1 of 2)*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.6.2 : Food Instrument Issuance Criteria (2 of 2)

Figure 58- Food Instrument Issuance Criteria (2 of 2)

Fields

Date Criterion – The criteria for the date range. The user can select a value from the list of values.

Issue Dates From/Thru - The date range that the report will query data from.

Choose specific Disposition - The user enters a yes or no response.

Disposition - The status of the food instruments to be queried can be selected from the list of values if the "Choose specific disposition" is set to yes. **Report Type** - The user enters a yes or no response.

Agency - The local agency that issued the food instruments to be queried can be selected from the list of values if the "Choose specific Agency" is set to yes.

Clinic - The clinic that issued the food instruments to be queried can be selected from the list of values if the Report Type field is set to clinic.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.6.3 : Food Instrument Issuance

Report Date: MM/DD/YYYY
Report #

Page: ZZZ9

**Arizona WIC Program
Food Instrument Issuance**
Issue Dates: MM/DD/YYYY Thru: MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXXXXXXXXXX

Issue Date: MM/DD/YYYY

<u>FI Number</u>	<u>Participant ID</u>	<u>FP Type</u>	<u>FI Type</u>	<u>Disposition</u>	<u>Dollar Amount</u>	<u>Last Day to Use</u>
XXXXXXXXXX	XXXXXXX	XXXX	XXXX	XXXXXXXXXX	XXXXXXXXXX	MM/DD/YYYY
XXXXXXXXXX	XXXXXXX	XXXX	XXXX	XXXXXXXXXX	XXXXXXXXXX	MM/DD/YYYY
XXXXXXXXXX	XXXXXXX	XXXX	XXXX	XXXXXXXXXX	XXXXXXXXXX	MM/DD/YYYY

Summary For: MM/DD/YYYY

<u>Disposition</u>	<u>FI Count</u>
XXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXX	ZZZ,ZZ9

Local Agency Totals

<u>Disposition</u>	<u>FI Count</u>
XXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXX	ZZZ,ZZ9

Figure 59 - Food Instrument Issuance Report

Sort Criteria (Major to Minor):

Organizational Unit Org. Code (ASC)

Food Instrument Issue Date (ASC)

Food Instrument Serial Number (ASC)

Calculations

Issue Date - FI Count - COUNT(FI's by disposition that were issued on the summary date)

Local Agency Totals - FI Count - COUNT(FI's by disposition that were issued on any date within the date range entered on the parameter screen)

Dollar Amount - If the disposition is "Issued", the obligated amount is displayed in the dollar amount field. If the disposition is "Redeemed", the actual redemption value is displayed in the dollar amount field. If the disposition is "voided" or "rejected", the dollar amount field is \$0.

Background Processes

None

Food Instruments

Section 4 - 3.1.7 : Food Instrument Obligations

Priority: Requested

Window: Food Instrument Obligations

Report: Yes

FSRD Reference: FIP 14.2, FIP8.2

Narrative:

This report provides information on the Food Instrument Obligations by FI type, by Issue month.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.7.1 : Food Instrument Obligations Criteria**Figure 60 - Food Instrument Obligations Criteria***Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Issue Date From/Thru: The issuance dates for the report are entered here.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.7.2 : Food Instrument Obligations

Report Name: IR_FOOD_INSTR_OBLIG

Report Date: MM/DD/YYYY

Page: ZZZ9

Arizona WIC Program
Food Instrument Obligations
 Issue Month From MM/YYYY thru: MM/YYYY

<u>Issue Month</u>	<u>FI Type</u>	<u>FI Count</u>	<u>Total Obligations</u>	<u>Average Obligation</u>
MM/YYYY	XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99	Z,ZZZ,ZZ9.99
MM/YYYY	XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99	Z,ZZZ,ZZ9.99
MM/YYYY	XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99	Z,ZZZ,ZZ9.99
Total:		ZZZ,ZZ9	Z,ZZZ,ZZ9.99	Z,ZZZ,ZZ9.99

Figure 61 - Food Instrument Obligations**Sort Criteria (Major to Minor):**

Food Instrument Issue Month (ASC)

*Calculations***FI Count** - COUNT(Obligated Food_Instruments) by FI-Type and Issue Month**FI Count (Totals)** - SUM(FI Count column) for all months**Total Obligations** - SUM(FI Obligations) by FI-Type and Issue Month**Total Obligations (Totals)** - SUM(Total Obligations column) for all months**Average Obligations** - Total Obligations / FI Count**Average Obligations Totals** - Total Obligations (Totals) / FI Count (Totals)*Background Processes*

None

Food Instruments

Section 4 - 3.1.8 : Food Instruments Paid

Priority: Requested

Window: Food Instruments Paid

Report: Yes

FSRD Reference: FIP 14.2, FIP8.2

Narrative:

This report is run to produce a report of all food instruments paid. A Start date and End date are required for processing. It reports the FI Types, along with the counts of those types that were paid during the designated time period.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.8.1 : Food Instruments Paid Criteria

IR_FOOD_INSTR_PAID: Runtime Parameter Form

File Edit View Help

Arizona Department of Health
WIC System
Report: FOOD INSTRUMENTS PAID

Output Device:

Filename:

Number of Copies:

FIs Paid From: Thru:

Figure 62 - Food Instruments Paid Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

FI's Created From/Thru: The date range that the report will query data from.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.8.2 : Food Instruments Paid

Report Name: IR_FOOD_INSTR_PAID
 Report Date: MM/DD/YYYY

Report No: IR4220
 Page: ZZZ9

**Arizona WIC Program
 Food Instruments Paid**
 FI's Created From MM/DD/YYYY Thru: MM/DD/YYYY

Month Created: MM/YYYY

Normal Issuance Monthly Totals

<u>Issue Month</u>	<u>FIs Redeemed</u>	<u>Redemption Amount</u>
XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
	ZZZ,ZZ9	Z,ZZZ,ZZ9.99

Other Monthly Totals

<u>Issue Month</u>	<u>FIs Redeemed</u>	<u>Redemption Amount</u>
XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99

Replacement Monthly Totals

<u>Issue Month</u>	<u>FIs Redeemed</u>	<u>Redemption Amount</u>
XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
XXXX	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
Checks Cashed	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
Checks Replaced	ZZZ,ZZ9	Z,ZZZ,ZZ9.99
	<u>FIs Redeemed</u>	<u>Redemption Amount</u>
Totals:	ZZZ,ZZ9	Z,ZZZ,ZZ9.99

Figure 63 - Food Instruments Paid**Sort Criteria (Major to Minor):**

Food Instrument Issue Date (ASC)

Calculations

FIs Redeemed (Totals) - SUM(FIs Redeemed)

Redemption Amount (Totals) - SUM(Redemption Amount)

Sub-Totals - Column Totals for the Normal and Missing Issuance breakouts

Totals - SUM(Sub-Totals)

Background Processes

None

Food Instruments

Section 4 - 3.1.9 : Food Instruments Voided

Priority: Requested

Window: Food Instruments Voided

Report: Yes

FSRD Reference: FIP 14.2, FIP8.2

Narrative:

This report can be run on demand for local agencies and their associated state agency. It reports the local agency and the reasons that the FI was voided. It reports the void counts for each of the local agencies within the specified time frame. It also reports the state total and the associated number of voided Food Instruments.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.9.1 : Food Instruments Voided Criteria

IR_FOOD_INSTR_VOIDED: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: FOOD INSTRUMENTS VOIDED

Output Device: PREVIEW

Filename:

Number of Copies: 1

Void Dates From: Thru:

Figure 64 - Food Instruments Voided Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Void Dates From/Thru: The date range voided FI's must fall into.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.9.2 : Food Instruments Voided

Report Name: IR_FOOD_INSTR_VOIDED

Report No. IR4225

Report Date: MM/DD/YYYY

Page: ZZZ9

Arizona WIC Program
Food Instruments Voided
 Void Dates From MM/DD/YYYY Thru: MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXXXXXXXXXX

<u>Void Reason</u>	<u>FI Count</u>
XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9

State Agency Totals:

<u>Void Reason</u>	<u>FI Count</u>
XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9
XXXXXXXXXXXXXXXXXXXX	ZZZ,ZZ9

Figure 65 - Food Instruments Voided**Sort Criteria (Major to Minor):**

Organizational Unit Org. Code (ASC)

Void Reason Description (ASC)

*Calculations***Local Agency FI Count** - COUNT(Voided_Food_Instrument)**State Agency FI Count** - COUNT(Voided_Food_Instrument)*Background Processes*

None

Food Instruments

Section 4 - 3.1.10 : Rejected Food Instruments

Priority: Requested

Window: Rejected Food Instruments

Report: Yes

FSRD Reference: FIP 14.2

Narrative:

This report shows the food instruments which have been rejected by the State's fiscal intermediary.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.10.1 : Rejected Food Instruments Criteria

Arizona Department of Health
WIC System
Report: REJECTED FOOD INSTRUMENTS

Output Device:

Filename:

Number of Copies:

Rejection Dates From: Thru:

Figure 66 - Rejected Food Instruments Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Rejection Dates From/Thru - The date range for rejected food instruments. Used to determine selected instruments.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.10.2 : Rejected Food Instrument

Report Name: IR_REJECTED_FI

Report Date: MM/DD/YYYY

Report No: IR4230

Page: ZZ9

Arizona WIC Program**Rejected Food Instrument**

Rejection Dates From: MM/DD/YYYY Thru: MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXX

<u>FI Number</u>	<u>Client ID</u>	<u>First Date</u>	<u>Rejected Date</u>	<u>Requested Amt.</u>	<u>Vendor ID</u>	<u>Rejected Reason</u>
XXXXXXXXXXXX	XXXXXXXXXXXX	MM/DD/YYYY	MM/DD/YYYY	ZZ9.99	XXXXX	XXXXXXXXXXXX
XXXXXXXXXXXX	XXXXXXXXXXXX	MM/DD/YYYY	MM/DD/YYYY	ZZ9.99	XXXXX	XXXXXXXXXXXX

<u>Rejected Reason</u>	<u>Rejected Amount</u>	<u>Number of FI's Rejected</u>
XXXXXXXXXXXX	ZZ9.99	ZZ9.99
XXXXXXXXXXXX	ZZ9.99	ZZ9.99
XXXXXXXXXXXX	ZZ9.99	ZZ9.99

No of Food Instruments Rejected: XXX

Total Requested Amount: XXX

Figure 67 - Rejected Food Instruments Report

Sort Criteria (Major to Minor):

Organizational Unit Org. Code (ASC)
Food Instrument Serial Number (ASC)
Reject Reason Description (ASC)

Calculations

Number of FI's Rejected: COUNT(Food_Instruments_Rejected) by rejected reason

Rejected Amount: SUM (Requested_Amount) by rejected reason.

Number of FI's Rejected: COUNT(Food_Instruments_Rejected)

Total Rejected Amount: SUM(Food_Instruments_Rejected)

Background Processes

None

Food Instruments

[CO 21]

Section 4 - 3.1.11 : EOD Batch Log

Priority: *Requested*

Window: *EOD Batch Log*

Report: *Yes*

FSRD Reference: *FIP 14.2*

Narrative:

This report shows details on each time the Batch Food Instruments function was invoked. This report is produced daily at the Central Site during the End of Day process whether or not the function was used.

Data Current As Of: *Run Time*

Frequency: *On Demand / Batch*

Role(s): *Food Instruments*

Section 4 - 3.1.11.1 : EOD Batch Log Criteria

IR_BATCH_LOG: Runtime Parameter Form

File Edit View Help

Arizona Department of Health
WIC System
Report: EOD BATCH LOG REPORT

Output Device: PREVIEW

Filename:

Number of Copies: 1

Dates Range From: Thru:

Figure 68 - EOD Batch Log Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Date Range From/Thru - The date range for selection.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.11.2 : EOD Batch Log

Report Name: IR_BATCH_LOG
Report Date: MM/DD/YYYY

Report No: IR4235
Page: ZZZ9

**Arizona WIC Program
EOD Batch Log**

Date Range From: MM/DD/YYYY Thru: MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXX

Clinic: XX XXXXXXXXXXXX

User Name
XXXXXXXXXX

Serial Number Range
XXXXXXXXXX To XXXXXXXXXXXX

Clinic: XX XXXXXXXXXXXX

User Name
XXXXXXXXXX

Serial Number Range
XXXXXXXXXX To XXXXXXXXXXXX

State Total Number of Times Function Run: XXXX
State Total Number of FI's Batched: XXXX

Figure 69 - EOD Batch Log***Sort Criteria (Major to Minor):***

Username(ASC)

Calculations

None

Background Processes

This report is generated automatically at the State Agency by the End of Day processing.

[END CO 21]

Food Instruments

[CO 6]

Section 4 - 3.1.12 : Master / Subordinate FI Type

Priority: *Requested*

Window: *Master / Subordinate FI Type*

Report: *Yes*

FSRD Reference: *FIP 14.2*

Narrative:

This report shows all FI types that have duplicates, and displays each duplicate (subordinate) FI type.

Data Current As Of: *Run Time*

Frequency: *On Demand*

Role(s): *Food Instruments*

Section 4 - 3.1.12.1 : Master / Subordinate FI Type Criteria

IR_MASTER_FI_TYPE: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: MASTER / SUBORDINATE FI TYPE

Output Device: PREVIEW

Filename:

Number of Copies: 1

Figure 70 - Master / Subordinate FI Type Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.12.2 : Master / Subordinate FI Type

Report Name: IR_MASTER_FI_TYPE
Report Date: MM/DD/YYYY

Report No: IR4240
Page: ZZZ9

**Arizona WIC Program
Master / Subordinate FI Type**

FI Type: XXXXXXXXX

FI Type: XXXXXXXXX
FI Type: XXXXXXXXX

FI Type: XXXXXXXXX

FI Type: XXXXXXXXX
FI Type: XXXXXXXXX

Figure 71 - Master/Subordinate FI Type***Sort Criteria (Major to Minor):***

FI_Type (ASC)

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 3.1.13 : Food Package Composition

Priority: Requested

Window: Food Package Composition

Report: Yes

FSRD Reference: FIP 14.2

Narrative:

This report shows food package content, including the FI types and the foods that make up each FI type.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.13.1 : Food Package Composition Criteria

IR_FOOD_PKG_COMPOSIT: Runtime Parameter Form

File Edit View Help

Arizona Department of Health
WIC System
Report: FOOD PACKAGE COMPOSITION

Output Device: PREVIEW

Filename:

Number Of Copies: 1

Type: STANDARD

Figure 72 - Food Package Composition Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Type - The types of food package the report shows be run on the options are "Standard", "Custom", and "Both".

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.13.2 : Food Package Composition

Report Name: IR_FOOD_PKG_COMPOSIT

Report No: IR4245

Report Date: MM/DD/YYYY

Page: ZZZ9

Arizona WIC Program
Food Package Composition
Food Package Type: XXXXXXXXX

Women

Category: XXX

Food Package: XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

FI Type: XXXXXXXXX

<u>Food ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX

FI Type: XXXXXXXXX

<u>Food ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX

Category Total: XXXX**Women Total: XXXX****Infants**

Category: XXX

Food Package: XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

FI Type: XXXXXXXXX

<u>Food ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX

FI Type: XXXXXXXXX

<u>Food ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX

Category Total: XXXX**Infant Total: XXXX****Children**

Category: XXX

Food Package: XXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

FI Type: XXXXXXXXX

<u>Food ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX

FI Type: XXXXXXXXX

<u>Food ID</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
XXXX	XXXXXXXXXXXX	XXX	XXXXXXXXXX

Figure 73 - Food Package Composition

Sort Criteria (Major to Minor):

Food Package ID (ASC)

Calculations

Category Total - Count(*Food Packages by Category*)

Women Total - Count(*Food Packages for all Women Categories*)

Infant Total - Count(*Food Packages for all Infant Categories*)

Children Total - Count(*Food Packages for all Children Categories*)

Background Processes

None

[END CO 6]

Food Instruments

Section 4 - 3.1.14 : Lost / Stolen WIC Food Instruments

Priority: Requested

Window: Lost / Stolen WIC Food Instruments

Report: Yes

FSRD Reference: FIP 14.2, FPR 3.2

Narrative:

This report displays Lost / Stolen FI's.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.14.1 : Lost / Stolen WIC Food Instruments Criteria

Arizona Department of Health
WIC System
Report: LOST/STOLEN WIC FOOD INSTRUMENTS

Output Device: PREVIEW

Filename:

Number of Copies: 1

First Date to Use From:

Thru:

Figure 74 - Lost / Stolen WIC Food Instruments Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

First Date to Use From/Thru: This date range is used to narrow the search of FI's by limiting the selection criteria to only FI's with a starting spend date in the date range.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.14.2 : Lost / Stolen WIC Food Instruments

Report Name: IR_LOST_STOLEN
 Report Date: MM/DD/YYYY

Report No: IR4250
 Page: ZZZ9

**Arizona WIC Program
 Lost / Stolen WIC Food Instruments**

First Date To Use From: MM/DD/YYYY Thru: MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXX

Clinic: XX XXXXXXXXXXXX

<u>FI #</u>	<u>Participant</u>	<u>First Date To Use</u>	<u>Last Date To Use</u>	<u>Disposition</u>	<u>Authorized Rep1</u>
XXXXXXX	XXXXXXX, XXXXXXX	MM/DD/YYYY	MM/DD/YYYY	XXXXXXXXX	XXXXXXXXX
XXXXXXX	XXXXXXX, XXXXXXX	MM/DD/YYYY	MM/DD/YYYY	XXXXXXXXX	XXXXXXXXX
XXXXXXX	XXXXXXX, XXXXXXX	MM/DD/YYYY	MM/DD/YYYY	XXXXXXXXX	XXXXXXXXX

Figure 75 - Lost / Stolen WIC Food Instruments Report**Sort Criteria (Major to Minor):**

Disposition (ASC)
 FI # (ASC)

Calculations

None

Background Processes

None

Food Instruments

Section 4 - 3.1.15 : Stock Tolerance Exceeded

Priority: Requested

Window: Stock Tolerance Exceeded

Report: Yes

FSRD Reference: FIP 14.2

Narrative:

This report displays all clinics that have exceeded the stock usage tolerance and all clinics that have not performed a stock inventory within a specified date range.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Food Instruments

Section 4 - 3.1.15.1 : Stock Tolerance Exceeded Criteria

IR_STOCK_TOLERANCE: Runtime Parameter Form

File Edit View Help

Arizona Department of Health

WIC System

Report: STOCK TOLERANCE EXCEEDED

Output Device: PREVIEW

Filename:

Number of Copies: 1

Date Range From: Thru:

Figure 76 - Stock Tolerance Exceeded Criteria*Fields*

Output Device - The user may select (from a drop down list) display (window), file, or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Date Range From/Thru: This date range is used to narrow the search of stock inventories.

Push Button(s)

Previous - Clicking on this button allows the user to see the previous parameter form page.

Next - Clicking on this button allows the user to see the next parameter form page.

Run Report - Clicking on this button allows the user to run the report.

Cancel - Clicking on this button cancels the report execution / viewing.

Section 4 - 3.1.15.2 : Stock Tolerance Exceeded

Report Name: IR_STOCK_TOLERANCE

Page: ZZZ9

Report Date: MM/DD/YYYY

Arizona WIC Program
Stock Tolerance Exceeded
 Date Range: MM/DD/YYYY To: MM/DD/YYYY

Stock Tolerance Exceeded

Local Agency: XX XXXXXXXXXXXXXXXXXXXX

Clinic: XX XXXXXXXXXXXXXXXXXXXX

<u>Inventory Date</u>	<u>Actual Inventory</u>	<u>Expected Inventory</u>	<u>Current Percentage</u>	<u>Tolerance</u>
MM/DD/YYYY	999999	999999	99.99%	99.99%
MM/DD/YYYY	999999	999999	99.99%	99.99%
MM/DD/YYYY	999999	999999	99.99%	99.99%
MM/DD/YYYY	999999	999999	99.99%	99.99%

Clinic: XX XXXXXXXXXXXXXXXXXXXX

<u>Inventory Date</u>	<u>Actual Inventory</u>	<u>Expected Inventory</u>	<u>Current Percentage</u>	<u>Tolerance</u>
MM/DD/YYYY	999999	999999	99.99%	99.99%
MM/DD/YYYY	999999	999999	99.99%	99.99%
MM/DD/YYYY	999999	999999	99.99%	99.99%
MM/DD/YYYY	999999	999999	99.99%	99.99%

Stock Inventory Not Completed

Local Agency: XX XXXXXXXXXXXXXXXXXXXX

<u>Clinic</u>	<u>Last Inventory</u>
XX XXXXXXXXXXXXXXXXXXXX	MM/DD/YYYY
XX XXXXXXXXXXXXXXXXXXXX	MM/DD/YYYY

Local Agency: XX XXXXXXXXXXXXXXXXXXXX

<u>Clinic</u>	<u>Last Inventory</u>
XX XXXXXXXXXXXXXXXXXXXX	MM/DD/YYYY
XX XXXXXXXXXXXXXXXXXXXX	MM/DD/YYYY

Figure 77 - Stock Tolerance Exceeded

Sort Criteria (Major to Minor):

Local Agency (ASC)

Clinic (ASC)

Inventory Date (DSC)

Calculations

None

Background Processes

For the top half of the report, the system finds all clinics where the last inventory performed during the date range has exceeded the stock tolerance percentage and for each clinic found displays the last four inventories that were performed. For the bottom half of the report, the system finds all clinics that have not performed an inventory during the specified date range.

List of Figures

Figure 1 - On Demand Food Instruments	2
Figure 2 - On Demand Food Instruments (Breastfeeding Promotional Items)	6
Figure 3 - On Demand Food Instruments (Preview)	8
Figure 4 - On Demand Food Instruments - Warning Notes	9
Figure 5 - On Demand Food Instruments - Sample FI	10
Figure 6 - FI Stub Sample	11
Figure 7 - On Demand Food Instruments - Breastfeeding Surveillance pop-up	12
Figure 8 - Select Reasons Not Linked Pop Up	14
Figure 9 - Batched Food Instruments	16
Figure 10- Void/Return Food Instruments	19
Figure 11 - Select Reasons Not Linked - Food Instrument Display	21
Figure 12- Formula Replacement	24
Figure 13 - Select Food Package FI Type	26
Figure 14 - Formula Replacement FI Preview	28
Figure 15 - Unissued Voids	31
Figure 16 - Test Print	33
Figure 17 - Batch FI Pickup	35
Figure 18 - FI Lookup (Scroll 1 of 3)	38
Figure 19 - FI Lookup (Scroll 2 of 3)	40
Figure 20 - FI Lookup (Scroll 3 of 3)	41
Figure 21 - FI Lookup (Reason Push Button)	42
Figure 22 - Unvoid Food Instruments	44
Figure 23 - Administrative Un-void	47
Figure 24 - Stock Inventory	50
Figure 25 - Stock Usage	53
Figure 26 - Issue FI Numbers	55
Figure 27 - Maintain Age Ranges	58
Figure 28 - Maintain Category Groups	60
Figure 29 - Maintain Container Types	62
Figure 30 - Maintain Packages	64
Figure 31 - Maintain Food Groups	66
Figure 32 - Maintain Food Groups (Notes Push Button 1 of 3)	69
Figure 33 - Maintain Food Groups (Distribution Push Button 2 of 3)	70
Figure 34 - Maintain Food Groups (Notes Push Button 3 of 3)	72
Figure 35 - Maintain Maximum Foods	74
Figure 36 - Maintain Product Types	77
Figure 37 - Maintain Late Pickup Standards	80
Figure 38 - Maintain Standard Food Packages	83
Figure 39 - Maintain Standard Food Packages (Risk Factors Push Button)	85
Figure 40 - Maintain Standard Food Packages (Package Assignments Push Button)	86
Figure 41 - Maintain Standard Food Packages (Distribute Push Button)	88
Figure 42 - Maintain Units of Measure	90
Figure 43 - Maintain Disposition Types	92
Figure 44 - Maintain Bank Disposition Codes	94
Figure 45 - Maintain FI Reject Reasons	96
Figure 46 - Maintain FI Void Reasons	98
Figure 47 - Active Food Package Listing Criteria	100
Figure 48 - Active Food Package Listing	101
Figure 49 - Daily FI Bank Input Criteria	103
Figure 50 - Daily FI Bank Input	104

Figure 51 - Daily FI Reconciliation Criteria.....	106
Figure 52 - Daily FI Reconciliation.....	107
Figure 53 - Daily LA Postings.....	109
Figure 54 - Daily LA Postings.....	110
Figure 55 - Daily Food Instrument Log Criteria.....	112
Figure 56 - Daily Food Instrument Log.....	113
Figure 57 - Food Instrument Issuance Criteria (1 of 2)	115
Figure 58- Food Instrument Issuance Criteria (2 of 2)	116
Figure 59 - Food Instrument Issuance Report.....	117
Figure 60 - Food Instrument Obligations Criteria	120
Figure 61 - Food Instrument Obligations	121
Figure 62 - Food Instruments Paid Criteria	123
Figure 63 - Food Instruments Paid	124
Figure 64 - Food Instruments Voided Criteria.....	127
Figure 65 - Food Instruments Voided.....	128
Figure 66 - Rejected Food Instruments Criteria	130
Figure 67 - Rejected Food Instruments Report.....	131
Figure 68 - EOD Batch Log Criteria	134
Figure 69 - EOD Batch Log.....	135
Figure 70 - Master / Subordinate FI Type Criteria	137
Figure 71 - Master/Subordinate FI Type	138
Figure 72 - Food Package Composition Criteria	140
Figure 73 - Food Package Composition	141
Figure 74 - Lost / Stolen WIC Food Instruments Criteria	144
Figure 75 - Lost / Stolen WIC Food Instruments Report.....	145
Figure 76 - Stock Tolerance Exceeded Criteria.....	147
Figure 77 - Stock Tolerance Exceeded.....	148